

Grant Recipient Information

What paperwork will I need to submit if I receive a grant from KFW?

Upon receiving a grant, successful applicants will be asked to complete and return a *Grant Acceptance Agreement* and a *W-9 form*, as grant awards are taxable (see below). Grantees are also asked to complete and return a *Final Report* to KFW one year after receipt of funding. Because KFW is interested in knowing grant results and learning about grantees' experience with the funding process, the Final Report is an important part of KFW's grantmaking process. If you have received a previous grant from KFW, please make sure your Final Report is on file. In addition, KFW staff has found it helpful for both our grantees and for the foundation to have a **midpoint check-in** with grantees. Grant recipients will be asked to check in with KFW staff by phone or email midway through the grant period.

If I am awarded partial funding, can I choose how to spend the money, or is it designated?

The reviewers may recommend ways they saw to use the partial funding. You can take the reviewers suggestions into consideration, but the final decision about how to best use the grant funds is up to you. When you submit your grant acceptance agreement, KFW asks you to include a revised budget and a set of revised goals and objectives to reflect the funding amount. This is also important in the final report, so that it is clear what portion of the original project you were able to accomplish.

When will the funds be available?

For AE grants, no later than December 30th. For AMA grants, no later than June 30th.

Does KFW withhold taxes on grant awards or taxable income?

KFW does not withhold taxes from grant awards or other taxable income, but is required to report all grant awards as income to the IRS. Grant recipients will be asked to complete a W-9 IRS Form. Grant recipients are responsible for including information concerning these funds on their personal income tax statement.

Are KFW grantees required to report funding received from KFW on their income tax?

Yes. KFW is a private foundation, which awards funding to people and projects that support its mission. Funding is not based on financial need, and KFW does not fund scholarship or prizes. According to IRS tax law, since KFW grants are not a special type of prize or award and are not a qualifying scholarship or fellowship, the recipient is required to include the gross income funds received from a foundation.

Is KFW required to report funds it has paid to individuals and organizations?

KFW is required to report all funds it has awarded or paid individuals and organizations that equal or exceed \$600.00 (combined).

When can I expect to receive my 1099 forms?

KFW is required by law to mail 1099 forms to persons receiving \$600.00 or more by January 31.

Why is the amount of the KFW funds recorded in section (3) on the 1099's instead of section (7)?

Section (3) is set aside for additional income, taxable by federal, state and local governments. Section (7) is intended to record payment to private contractors for goods and services and is taxable by federal, state, and local governments plus social security and Medicare.