

## Request to Carry Over Unspent Funds

### **INSTRUCTIONS** (*Submit electronically through WebGrants*)

**Creating a status report in WebGrants** - Within your grant in WebGrants, select *Status Reports* and *+Add* status report type '*Carryover Request*' with report dates of September through February. Be sure to submit your report.

**Budget of Unspent Funds** - You must submit request for each grant you currently have with TAJF if you project unspent funds at the end of the grant year. Requests are typically due June-July. Report anticipated unspent funds from your most recent Approved Annual Budget in the appropriate cost categories.

**Proposed Carryover Budget:** Report carryover funds in the applicable cost categories although it is not required that unspent funds in a particular cost category be carried over to the same cost category but the original purpose of the grant should be continued using any requested carry over funds.

**Narrative (see below):** Include, in the space provided, a narrative explaining how funds will be used in the first 6 months, and the circumstances that resulted in your short spending of grant funds.

**Example:**

	Budget of Unspent Funds	Proposed Carryover Budget
Lawyer's salary	\$ -	\$ 2,300
Supplies	\$ 300	\$ -
Travel	\$ 1,000	\$ -
Training	\$ -	\$ -
Capital additions	<u>\$ 1,000</u>	<u>\$ -</u>
Total Unspent Funds	\$ 2,300	\$ 2,300

## Request to Carry Over Unspent Funds

Narrative requirements- you should refer to Article XI of the General Grant Provisions. Click on this cell to see 11.01 and 11.02 regarding carry over requirements: 11.01 ORDINARY CARRYOVER

An amount up to 10% of a Grantee's current Grant may be carried over to the subsequent grant year upon approval by the Foundation. A Grantee requesting a Carryover must submit a budget and Budget Narrative showing how such funds will be used by the Grantee in the first nine months of the next Grant Period or within the next six months provided that there is not another grant award.

### 11.02 EXTRAORDINARY CARRYOVER

In unusual circumstances, the Foundation may approve a carryover of a maximum of 25% of a Grantee's current Grant. Unusual circumstances include extreme economic downturns where grantees revenues have been negatively impacted due to economic conditions, coupled with decrease in IOLTA revenues, requiring reductions in personnel and delivery of services. The purpose of this modification of policy in carryover caps is to provide grantees some additional flexibility for financial planning to minimize any such reduction. A Grantee requesting such a Carryover must submit a timely written request setting forth the unusual and extraordinary circumstances that have resulted in a projected under-expenditure of the Grant accompanied by a Proposed Budget and Budget Narrative showing how such funds will be used by the Grantee in the first nine months of the next Grant Period or within the next six months provided that there is not another grant award.

11.03 DISCLAIMER- Neither the issuance of this policy nor the acceptance of a carryover plan shall be construed as a commitment by the Foundation to award funds in the next Grant Period to any current Grantee. Where a Grantee is not awarded a Grant for the next Grant Period, previously approved carryover funds may be used in accordance with a plan and budget approved by the Foundation to promptly close out matters previously undertaken with Grant funds. Unused Grant funds shall be returned to the Foundation promptly.

# Request to Carry Over Unspent Funds

## Sample Carryover Budget Form

*Submit through WebGrants*

Project:	Grant ID #:
	e-mail:
Phone:	ext.:

	Award	Unspent Funds	Proposed Carryover Budget*
<b><u>Cost Category*</u></b>			
<b><u>Personnel:</u></b>			
1. Lawyers No. ____			
2. Paralegals No. ____			
3. Others No. ____			
Salary Subtotal			
4. Employee Benefits			
<b>Total Personnel</b>			
<b><u>Non-Personnel:</u></b>			
5. Space			
6. Equipment Rental			
7. Supplies			
8. Telephone			
9. Travel			
10. Training			
11. Library			
12. Insurance			
13. Audit			
14. Litigation			
15. Capital Additions (Specify)			
16. Contractual Services (Specify)			
17. Other (Specify)			
<b>Total Non-Personnel</b>			
<b>GRAND TOTAL</b>			
<small>(Total Personnel + Total Non-personnel)</small>			

**Narrative: (MUST BE COMPLETED- see instructions)**

\* please refer to the INSTRUCTIONS

# Request to Carry Over Unspent Funds

## Budget Narrative

Please use this space provided to explain your budget narrative for request for carry over: a *brief, but specific*, explanation or description of intended expenditures for each line item for which funds have been granted.

1. **Lawyers:**

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2. **Paralegals:**

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3. **Other Staff:**

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4. **Employee Benefits:**

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5. **Space:**

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6. **Equipment Rental:**

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7. **Supplies:**

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8. **Telephone:**

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9. **Travel:**

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10. **Training:**

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11. **Library:**

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12. **Insurance:**

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13. **Audit:**

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14. **Litigation:**

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15. **Capital additions:**

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16. **Contract services:**

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17. **Other:**

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