



Applying for a Grant from VTLIB

WHAT
SHOULD I
KNOW?



State of Vermont
Subrecipient Annual Report



How do I know
if I need to
complete the
Subrecipient
Annual Report
(SAR)?

Has your library received a grant from the
State of Vermont that contains
federal funds?

It is a condition of
grant agreements to
complete the SAR if
you have received a
grant that contains
federal funds.

Are you a public
library through your
town? Has your town
received grant funds?

When does my library file the Subrecipient Annual Report?

- The Report is due annually 45 days after your fiscal year ends.
- You (or your town) will receive a letter from the Department of Finance & Management requesting you submit the report.
- I didn't receive a letter – what should I do?
 - Call your town office and ask if they have filed the SAR for the town.

Important Information to know about your library

Is your library a part of the Town?

- Why this is important
 - While a library may apply for a grant, if the library is part of town, the TOWN will need to complete the Subrecipient Annual Report.

What is the fiscal year of your library, or the town?

- January to December
- July to June
- October to September

Where can you find the Subrecipient Annual Report?

- This form may be downloaded at <https://finance.vermont.gov/suppliers-and-grantees>
- More information on the Subrecipient Annual Report & General Grants FAQ can be found at <https://finance.vermont.gov/suppliers-and-grantees>



Reporting Requirements

What you
need to
provide for
reporting at
end of the
grant period

RECEIPTS

- Must be directly from vendor
- Must include total amount paid to vendor
- Date of service provided
- Description of service provided

Report on Specific Use of Grant

- Reporting requirements will be grant specific
 - Responses to required reporting questions from grant agreement
 - Participating in VTLIB sponsored event
 - List all grant expenditures with receipts
 - Grant certification that all funds were used according to grant agreement

What can grant funds be used for?

```
graph LR; A((All grant funds received must be used only for items specified in grant agreement.)) --> B((Any unspent grant funds must be used to buy books for your library.)); B --> C((Any unspent funds must be returned to the Department of Libraries.))
```

All grant funds received must be used only for items specified in grant agreement.

Any unspent grant funds must be used to buy books for your library.

Any unspent funds must be returned to the Department of Libraries.

REMINDER:

IMLS and
VTLIB must be
acknowledged
in all related
publications
and activities
supported
with grant
money

“This program was funded in part
with a federal grant from the Institute
of Museum and Library Services
through the Vermont Department of
Libraries.”

Statewide Underwriters



The grant award period is over, now what?

**RECORD
RETENTION
AND ACCESS**



All Grant Records Must be Kept for 3 Years

Grant records must be retained for a period of three years from the date of submission of the final report to VTLIB

This is a federally mandated requirement. The State of Vermont, federal awarding agency and other authorized representatives must have the right to access grant documents.

WHAT RECORDS DO I KEEP?

- Financial records (Including Receipts)
- Grant Agreement
- Final reporting documents submitted to VTLIB
- Any other supporting documentation

Any Questions?

- Department of Libraries
 - Cherie Yaeger, Cherie.Yaeger@vermont.gov,
Phone: (802)-636-0024
- More information on Subrecipient Annual Report & General Grants FAQ can be found at <https://finance.vermont.gov/suppliers-and-grantees>