



## Unused Grants Policy

Grants awarded by the Wayne County Foundation in connection with a competitive grantmaking cycle or the Challenge Match initiative are governed by a grant agreement that, in part, requires grantees to:

- Submit periodic reports about the use of grant funds and the progress of the project for which they have been awarded;
- Use the funds granted solely for the stated purpose of the award; and
- Repay any portion of the amount granted which is not expended or which is not used for the purpose of the grant.

Occasionally, small portions of grants awarded are not expended, due to budget changes or unforeseen circumstances. In those cases where the unexpended amount exceeds either \$500 or 10% of the original amount awarded, the grantee may petition the Foundation to apply the unexpended portion to a related purpose. Foundation staff will review this request and make a recommendation to the Board of Directors for action at their next regular meeting. An unexpended amount less than the threshold stated above may be retained by the grantee if brief explanations of the intended use and eventual uses of the funds are provided.

The Foundation staff will actively monitor any grant that has not been fully expended within one year of being awarded, and report the expected disposition of those cases to the Board in association with the regular grant cycle process.

Approved August 21, 2014  
Amended September 17, 2015

by the Board of Directors