

## Suggested MAFCEF Grant Process for Awards from Intermediaries to FCCs

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Upon official notification of your grant from your Partner Funder, you will need to generate and distribute a documentation package to each selected FCC. Hopefully, the advice below will help you as you generate that package.

The Award Documentation Package from Intermediaries to each selected FCC must include the following components before funds can be distributed. (You can find templates on the MAFCEF website.)

- Cover letter – This should include grant approval and amount to be awarded to the FCC. Detail what documentation follows and why it is important. Provide clear instructions for how to fill out the documents and the method to return them. As you know, providers may not have access to a printer or scanner, so offer advice on additional options (DocuSign is a free online service). Set clear expectations on when you expect the documentation back.
- Grant agreement – Advise FCC providers to read the legal document thoroughly as it outlines requirements and expectations. They need to sign the agreement and then return it to you for you to also execute. There are no funding obligations until the official grant agreement is signed by both parties.
- W9 & ACH information – These documents are typically required to set up organizations as vendors in order to receive payments. Check with your billing department to ensure that these are the appropriate and only documents you require. And please make sure you handle this information securely as it contains social security and banking details. Let the awardee know what you need the information for and how you will keep it secure.

Please be sure that your selected FCCs understand the instructions regarding the documents they will need to provide— what they are and why they are important. Let awardees know that funds cannot be released to them until all of these documents have been received.

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**DISCLOSURE STATEMENT:** Please note that these legal and contractual documents are provided as samples only, for use between your intermediary agency and each approved FCC. This document is streamlined in order to meet the current circumstances of the COVID-19 crisis and should be further modified to meet the needs of your organization. This document will need to be reviewed and approved by your own legal counsel and modified to fit your specific situation, and state and local law as may be applicable.

*The Commonwealth Children’s Fund gives no assurances and makes no representations as to the sufficiency (legal or otherwise) of any form documents.*