



Alaska Marine Safety Education Association

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AMSEA MINI-GRANT REPORTING & REIMBURSEMENT REQUIREMENTS

1. Projects must be completed within 12 months from the award date unless other arrangements are made prior to this deadline.
2. Approximately one month before mini-grant funded training begins an **AMSEA pre-course reporting form** must be submitted.
3. All expenses will be paid on a reimbursement basis and in one lump sum at the conclusion of the project unless other arrangements are made prior to the beginning of the project.
4. Reimbursement requests must be made on an **AMSEA Mini-Grant Accounting Form** and must be accompanied by receipts for all expenditures.
5. An **AMSEA post-course reporting form** and **evaluation forms** must be submitted before any reimbursements will be made. Reimbursements for travel to attend AMSEA instructor training may be paid after the grantee's first local training is completed and a course reporting form.
6. All reimbursements must go to an agency, school, tribe or bona fide business. Payments will not be made to individuals.
7. Indirect charges are not allowed.
8. Recipients of funding are not to be considered AMSEA employees.
9. All equipment purchases will be made through AMSEA for the best pricing. Equipment purchased with mini-grant funds will belong to AMSEA and revert to AMSEA possession once no longer in use by grantees.
10. If you borrow AMSEA equipment for your project you **MUST** add "Mini-Grant" after your name on the AMSEA's web form for borrowing gear. If you do not use the web form, you must write the same thing next to your name on your request.
11. The grantee agrees to credit AMSEA in any promotion of projects connected to the award.
12. A final report must be submitted within 12 months from the award date, unless other arrangements are made in advance. It must include:
 - a. A completed **AMSEA Mini-Grant Final Report Form**.
 - b. A narrative description of what you accomplished and how the grant funds were used.
 - c. A course reporting form for **each** training session held.
 - d. An itemized list of all expenditures including time, purchase costs, etc. using an **AMSEA Mini-Grant Accounting Form**.
 - e. Receipts for all cash expenditures.
 - f. Copies of promotional materials and/or news articles about the AMSEA-funded training.

All required forms can be found online at <http://www.amsea.org/Minigrants/minigrants.html>. Paper copies can be sent upon request.