

## Requesting a Payment for Competitive Grants

The following document outlines the procedure for grantees requesting a payment for a grant received from the Minnesota Department of Education (MDE).

### Key Information

- Must be in accordance with the Official Grant Award Notification (OGAN) schedule and terms.
- Expenses should not be incurred prior to OGAN being fully processed.
- Costs must be reasonable, allowable and necessary.
- Must align with approved budget, if not a budget revision is necessary prior to payment
- It is the policy of MDE to reimburse grantees after expenses have been incurred. On rare occasions an advance payment may be considered. Advances require additional information prior to OGAN execution.
- Actual payment must be completed within 30 days of receipt of all applicable/required elements.

### Steps in the Process

1. Send an email to the Grant Specialist and MDE Authorized Representative listed on your OGAN to request a Financial Reporting Form (FRF). If you cannot locate your Grants Specialist contact information, please reference [the Grant Services staff list](#).
2. On the FRF, fill in the Current Reimbursement Period for the expenses incurred.
3. Fill in current period expenditures in the “Cur. Expended” column. It is highlighted in yellow on the form.
4. If you received an advance and have a balance left to reconcile, fill in the amount of the current payment that should be applied to the advance in the “Apply To Advance” yellow box. If you do not have an advance, you do not need to do anything with this box.
5. Fill in the “Completed By” and “Authorized By” lines, including dates, with the individuals that completed those tasks. Typed names are acceptable. You do not need to have handwritten signatures.
6. Save the document in the Excel format that you received it in. Do not send it in an updated version of Excel or make any edits to the form.
7. Once you have completed the FRF, send it to your Grant Specialist for review.
8. Your Grants Specialist will process the payment, if expenses are in compliance with the grant objectives.
9. Once payment is completed your Grants Specialist will send you an updated FRF.