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| **Date** | **Activity** |
| September 2022 | Begin grant activities |
| February 2023 | Verbal Progress Check in |
| June 1, 2023 | Grant activities end, all funds must be spent |
| June 30, 2023 | All Final Reports and End of Year Surveys are submitted |

**Harvest of the Month Mini-Grant: Timeline**

**Harvest of the Month Mini-Grant: Checklist**

* **Send** [**mollyk@ncat.org**](mailto:mollyk@ncat.org) **signed grant agreement and W-9**
* **Attend or watch Mini-grantee training**
* **Confirm funds were received**
* **Send** [**Mollyk@ncat.org**](mailto:Mollyk@ncat.org) **HOM content showcasing one HOM item**
* **Verbal progress check-in**
* **Send** [**Mollyk@ncat.org**](mailto:Mollyk@ncat.org) **HOM content showcasing another HOM item**
* **Spend all funds**
* **Complete final report**
* **Complete end of year survey, found on HOM portal under “reports”**