

As part of conducting your grant activities, it may become necessary to use subcontracts. If this occurs, the Foundation will need certain information pertaining to the contractual agreement(s).

If a fact sheet or copy of the actual subcontract was not provided at the time you negotiated your budget or if any elements of the subcontract have changed including the dates, dollars, or deliverables from that previously approved, the following information is required prior to expending funds under the initial or amended subcontract:

- a copy of the actual subcontract or subcontract amendment; or
- a fact sheet providing the name of the institution or organization receiving the award, award identification number, the name of the project director, the name and contact information (name, phone, fax and e-mail address), the subcontractor's name, the subcontract dates, the dollar amount of the subcontract and the workplan/deliverables. The document should identify and provide an explanation for those elements that are being changed if amending an existing subcontract. The form is attached. If you are accessing this document via our Web site, a form is available for downloading at [Fact Sheet for Contractual Agreement](#).
- a budget and budget narrative for the subcontract

The Foundation should not be listed as a party to the subcontract. The awardee maintains fiscal responsibility for its subcontracts, which includes reporting expenses associated with the subcontracts to the Foundation. We suggest that you consider including a right to audit provision and record retention expectations when negotiating or amending subcontracts.

The subcontract or fact sheet may be faxed to your Grants Administrator (and to the national program office if you are a site under one of the Foundation's national programs) or sent by mail.