



Policy for Unclaimed Grant Awards from the GIFT Program

Organizations who receive grant awards from Community Knights' GIFT Program need to complete a grant close out statement on-line from any previous grant awards. This should be done before they submit their next grant request or within 180 days of receiving a grant award. The grant close out statement allows for saving these funds for use at a later date. The grant close out statement can be found at www.communityknights.org.

GIFT Grant Awards are distributed at an open house, with the date and location listed on the grant announcement. All GIFT Grant Recipients are encouraged to pick up their awards at this time. If a representative from your organization is unable to attend our open house, grant awards are available for pick up on Sundays and Wednesdays at the Columbian Center or at a time pre-arranged with the President/CEO or Treasurer/CFO.

Any funds unclaimed after 180 days of the GIFT Grant award announcement will be placed into a reserve fund with use to be determined by the Board of Community Knights within the guidelines of furthering the mission of Community Knights, Inc.

If GIFT Grant close out statement is not completed within 180 days of the GIFT Gant award announcement the GIFT Grant Participant will have their account locked until their close out is completed, reviewed and accepted.