

# Organizing your GAP Grants

Each fiscal year should have its own folder

## 3 Divider Classification Folders – 8 spaces total

---

- Label 1: Application**  
Narrative, original work-plan, original budget, federal application forms
- Label 2: FY\_\_ Grant Agreement – Year \_\_**  
Signed award document and any subsequent amendments for same fiscal year
- Label 3: FY\_\_ Work-plan**
- Label 4: FY\_\_ Budget**  
Excel budget, EPA budget, invoices, receipts, drawdowns
- Label 5: Reports to EPA**  
Quarterly reports, financial reports, Disadvantage Business Enterprise reports
- Label 6: Reports to Council**  
Progress updates to council
- Label 7: Communication with EPA**  
E-mails or letters from EPA project officer, grant specialists, finance office, etc.
- Label 8: Deliverables**  
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc



## 2 Divider Classification Folders – 6 spaces total

---

- Label 1: GAP Application / Communication with EPA**  
Full application w/ revisions (top). Communication with EPA (bottom).
- Label 2: FY\_\_ Grant Agreement**  
Signed award document and any subsequent amendments for same fiscal year
- Label 3: FY\_\_ Work-plan**  
Approved work-plan and subsequent revisions
- Label 4: Budget / Drawdowns / Invoices and receipts**  
Budget on top with receipts and drawdowns on the bottom
- Label 5: Deliverables**  
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc
- Label 6: FY\_\_ Reports**  
Quarterly reports, financial reports, DBE reports, reports to tribal council

