

Financial Guidelines and Reporting Requirements



Robert Wood Johnson Foundation

EXTENSION OF AWARD GUIDELINES—OVERVIEW

In order to manage grants effectively and be good stewards of our resources, we expect grantees to complete their projects within the projected timeframe. However, occasionally circumstances arise that are beyond our control leading you to request a grant extension.

The proposed activities during the extension period must be consistent with the original objectives of the award. You may also ask to use unexpended funds from previous budget periods to support expenses during the extension period.

WHAT TO DO

1. An extension of the award must be requested in writing. If unexpected funds are being requested for the extension period, a budget revision or separate budget and budget narrative are required.
2. E-mail your extension request to grantreports@rwjf.org or your national program office if your project is funded under a Robert Wood Johnson Foundation national program.

grantreports@localfundingpartnership.org

WHAT TO PROVIDE

1. The length of the extension with the new proposed end date.
2. An explanation of the activities to be undertaken during the extension.
3. For extensions of six months or less, you may use the current budget extended over the additional time (this may require a budget revision) or you may submit a separate budget for the extension period.
4. For extensions longer than six months, you need to submit a separate budget and narrative for the added time.
5. If you are submitting a separate extension budget and budget narrative, the Grant Budget Revision Guidelines may assist you. The guidelines are available at www.rwjf.org/files/publications/RWJF_BudgetRevisionGuidelines.pdf.