#### Carryover of Unobligated Funds

Corryever of Unetrigeted Funds should be requested to support one time activities that align with the grantee's existing goals and alsocities. It For awards not subject to expanded authority, recipients must request to carryover unobligated funds from one budget period to the rest. When submitting a convenient request, heap the following in mind:

- The carryover exquest should be completed only after the recipient's finance office has determined the un-obligated balance for the applicable budget year.
- The corryover sequest must be submitted at least 120 days before the end of the program
  year in which the funds are being requested.
- Approved convover funds must be obligated in the year in which they are awarded.
- Categorier funds are intended to cover only prospective pasts, not pasts siready incursed by the recipient.
- Funds support one time activities. Approval for one time activities does not constitute automatic approval for funding these activities in the future.
- TIPS All correspondence must be on official agency letterhead and must include the following:
  - A Company
  - Orantee name and number

Dear Grant Management Sciedalat:

- Point of contact name and phone number, and email address.
- Two signatures Authorized Business Official and Project Director

#### Required Documentation:

- A Financial Status Report (FSP), which documents total unobligated funds, must be submitted to the Propurement and Grants Office (PGC) no later than 60 days after the end of the budget period.
- Overall budget table indicating current funding levels for each budget category (personnel, fringe, travel, etc.) and sampover funds requested for each sategory.
- Rudget request and detailed justification outlining the activities that will be completed using carryover funds, how the activities relate to the entiting and approved workplan, and a social breakdown for each activity (ex. unit deal per form " number of forms needed – total cost). Budgets should be sounded to the reserved dollar, so not include cents. Ensure that all columns add up.
- Current Indirect Cost Rate Agreement If requesting indirect costs.

#### **Corryever Template**

Date	
Atts:	
Grants Management Specialist	
CDC. Presumment and Grants Office	
2500 Brandyeine Road	
Floors 2000, Mell Step E-09	
Attunto, GA S0341	
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#### **Table of Contents Sample Letter For Carryover Funds**

- 1. Understanding the eBook Sample Letter For Carryover Funds
  - The Rise of Digital Reading Sample Letter For Carryover Funds
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Letter For Carryover Funds
  - Exploring Different Genres
  - o Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Letter For Carryover Funds
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Letter For Carryover Funds
  - Personalized Recommendations
  - Sample Letter For Carryover Funds User Reviews and Ratings
  - Sample Letter For Carryover Funds and Bestseller Lists
- 5. Accessing Sample Letter For Carryover Funds Free and Paid eBooks
  - Sample Letter For Carryover Funds Public Domain eBooks
  - Sample Letter For Carryover Funds eBook Subscription Services
  - Sample Letter For Carryover Funds Budget-Friendly Options

- 6. Navigating Sample Letter For Carryover Funds eBook Formats
  - o ePub, PDF, MOBI, and More
  - Sample Letter For Carryover Funds Compatibility with Devices
  - Sample Letter For Carryover Funds Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - o Adjustable Fonts and Text Sizes of Sample Letter For Carryover Funds
  - Highlighting and Note-Taking Sample Letter For Carryover Funds
  - Interactive Elements Sample Letter For Carryover Funds
- 8. Staying Engaged with Sample Letter For Carryover Funds
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Letter For Carryover Funds
- 9. Balancing eBooks and Physical Books Sample Letter For Carryover Funds
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Letter For Carryover Funds
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Letter For Carryover Funds
  - Setting Reading Goals Sample Letter For Carryover Funds
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Letter For Carryover Funds
  - Fact-Checking eBook Content of Sample Letter For Carryover Funds
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements

• Interactive and Gamified eBooks

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