



## Tennessee America 250 Grant Usage and Reporting Guidelines

### Grant Deadlines

Date of Deadline	Event
March 31, 2026	Deadline to submit required documents and acknowledge grant acceptance
October 31, 2026	Deadline to submit grant project update
April 30, 2027	Deadline to complete project and spend all grant funds
June 30, 2027	Deadline to submit final financial report and proof of donor recognition

### Funding Disbursement

Before funding is disbursed, the following documents must be received via email ([TN250@tn.gov](mailto:TN250@tn.gov)) by the Tennessee State Museum:

- Signed contract
  - *Please note that in order to maximize grant funding statewide, many organizations received partial grant funding.*
  - *Please note that dates in the Award Contract refer to the timeframe within which the State of Tennessee will disburse grant funds; they are not new project dates.*
  - *Please note that language in the contract requiring ACH paperwork from all organizations can be disregarded. This is not a necessary step in obtaining your grant funding.*
- Approved Form W-9 (already submitted with grant application; if corrections are needed, you will be contacted)

Once all **documentation** has been received and approved, it may take up to **40-60 days** for funding to be received.

If **modifications are to be made to a National Register site**, the Tennessee State Museum advises the organization to consult with the Technical Preservation Team of the State Historic Preservation Office at the Tennessee Historical Commission regarding the changes.

### **Donor Recognition**

**Proof of donor recognition needs to be included with your final report.** Suggestions for meeting this requirement are posting it on your organization's website or social media accounts, issuing a press release, through a physical/paper document, and by using the Tennessee America 250 Commission logo on any communications about the funded project (information below). Please use the following language for donor recognition: *This project is funded under an agreement with the State of Tennessee administered by the Tennessee Commission for the United States Semiquincentennial.* If you wish to announce your award to the public through a press release, please use the attached language and press release template. The items highlighted in yellow should be personalized to your organization.

**Tennessee America 250 Commission logo:** Downloadable logo files and usage policy can be found at <https://tn250.com/logos>.

### **Spending Guidelines**

This grant is separate from any other funding or appropriation provided to your organization by the State of Tennessee and must be used for the project(s) as stated in your grant application and contract. Any changes to how the grant funds should be used must receive **prior** written approval from the Tennessee State Museum.

As a reminder, grants **may not** be used for the following expenses:

- Administrative fees (including but not limited to payroll for staff, late fees on purchases, contingencies, etc.)
- Supplies that are not **directly** required to complete the Tennessee America 250 project, and
- Any expense that was **not** included in the contract as an approved use of funds. If an unexpected need arises, contact the grants team to approve **before** making a purchase.

**Please note:** this is not a comprehensive list. If your organization is unsure if an expense would be an allowable use of funds, please reach out to [tn250@tn.gov](mailto:tn250@tn.gov) to verify.

**Any grant funds spent on unallowed expenses must be repaid to the state.**

## Financial Report

By June 30, 2027, award recipients must provide the following:

- a financial report outlining the grant expenses,
- copies of all receipts, and
- a notarized letter certifying that the financial report is true and accurate.

All expenses must include a valid receipt. Receipts must have the following information:

- Name of Vendor
- Date of Purchase
- Description of good or service
- Amount of purchase
- **Zero balance or documentation showing the invoiced amount was paid**

The Tennessee State Museum will provide optional templates for all required documents for the required financial report.

As a reminder, **every penny** of the grant award must be accounted for- either in a receipt for allowable expenses or as returned funds to the State of Tennessee via check to the following address:

Tennessee State Museum  
Attn: Tennessee America 250 Grants  
1000 Rosa L. Parks Blvd.  
Nashville, Tennessee, 37243

Please submit the report via email to [tn250@tn.gov](mailto:tn250@tn.gov). The State Museum will verify and submit the approved financial report to the Comptroller of the Treasury on your behalf.

Grant recipients must maintain grant-related financial records for five (5) years which is consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations.

**Please be sure to keep these guidelines on hand and refer to them regularly throughout the grant period.** They serve as an important resource to ensure compliance, clarity, and consistency in your work.