



SERVE INTERNATIONAL

GRANT FORMS: WHICH ONES DO I USE WHEN?

Form	When to Use
National Partner Support Form	<ul style="list-style-type: none"> • On-going relationship with an individual serving in his or her native country OR in a country other than the United States, and DBC provides some form of regular (e.g. monthly or semi-annual) support. • Prior to committing or distributing any support funds
National Entity Support Form	<ul style="list-style-type: none"> • On-going relationship with an organizations or institutions in other countries and DBC provides some form of regular (e.g. monthly or semi-annual) support. • Prior to committing or distributing any support funds
Grant Agreement	<ul style="list-style-type: none"> • In conjunction with National Partner (or Entity) Support Form • Details and explains the financial arrangements
Grant Accounting	<ul style="list-style-type: none"> • In conjunction with National Partner (or Entity) Support Form • Subsequent to distribution of funds • Verifies how the recipient used the funds • Requires supporting documents: <ul style="list-style-type: none"> ○ Itemized receipts of fund use ○ Pictures ○ Physical inspection by DBC employee ○ Line-by-line accounting a expenditures ○ Two signatures verifying a report narrative
Foreign Individual or Entity Grant Agreement & Accounting	<ul style="list-style-type: none"> • Primarily used while DBC employee is in foreign country • On-going relationship may or may not exist • One-time, immediate need (e.g. building repair, or benevolence) identified • Funds given in excess of \$100 USD • Prior to committing or distributing any support funds • Combines the National Partner/Entity Support Form, Grant Agreement, and Grant Accounting forms into a single document