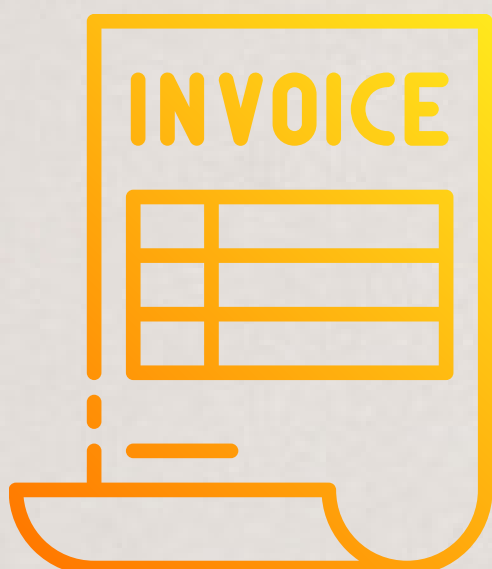




## Congratulations on getting funding support from the Town of Kernersville! Now what?

First things first, sign your contract from the Town of Kernersville. Please make sure you read your contract so that you understand what is expected.



YOU must submit your invoice to [invoices@toknc.com](mailto:invoices@toknc.com). Please cc [khargett@toknc.com](mailto:khargett@toknc.com). This is an important step. **YOUR ORGANIZATION WILL NOT GET PAID IF YOU DO NOT SUBMIT YOUR INVOICE.**

Quarterly performance reports and spending reports are required by the Town of Kernersville. **YOU MUST SUBMIT QUARTERLY REPORTS.** If you did not spend Town of Kernersville funds, you are required to submit a quarterly report stating your organization did not spend our funds. Reports are available at:

<https://toknc.com/finance/services/community-grants/>



You have the opportunity to present to the Board of Alderman how you have spent your funding for the year. Be prepared to make your presentation in February or March of each year.

The Town of Kernersville funding cycle starts in January of each year. Be on the lookout for our funding cycle to open. We try to email all of our nonprofits alerts and updates, but it is **your responsibility** to be aware of when our applications open and when what our deadline is to submit your application.

