Congratulations!

You have been selected as a

2026 9/11 Day Grantee

This toolkit contains everything you need to successfully plan, promote, implement, and report on your 9/11 Day project.

Important Deadlines

DEADLINE	REQUIREMENT
ASAP (no later than July 15)	MOU Signature Deadline
August 15, 2026	Pre-Event Report Due
September 1–25, 2026	Host 9/11 Day Service Events
September 18, 2026	Post-Event Report Due (1 week after event)
September 30, 2026	End of Performance Period
October 1, 2026	Financial Closeout Due
October 7, 2026	Final Report Due

Grant Management Platform (GLM)

All required reporting is submitted through the Grant Lifecycle Manager (GLM). For questions about access, collaboration features, or reporting, refer to the FAQ. Login: https://www.grantinterface.com/Home/Logon?urlkey=911day

Grant Recipient Success Checklist

Follow the steps below to remain in compliance and successfully complete your project.

Sign Your Memorandum of Understanding (MOU)

- Due: ASAP — no later than July 15, 2026
- Review and sign your MOU to formally accept your grant award.
- Monitor your email for follow-up communications from the 9/11 Day team.
- After your signed MOU is approved, funding instructions will be provided.
- Confirm the primary grant contact and authorized signatory for your organization.

Attend or Review Welcome Webinar Materials

- Attend the welcome webinar or review the recording (available in the Documents tab in GLM).
- Familiarize yourself with grant requirements, reporting deadlines, allowable expenses, and available resources.
- Review the FAQs and Resource Center materials.

Set Up Your GLM Account & Collaboration Access

- Log into GLM and review all assigned forms and reporting requirements.
- Determine who will be responsible for submitting reports and grant documentation.
- Add staff members using the Collaboration feature so team members have appropriate access.
- Review the GLM Collaboration Guide and other support resources.

Fulfill Background Checks & Procurement Requirements

Volunteers

- Volunteers working with vulnerable populations, youth, or in sensitive environments — and staff whose salaries are supported by grant funds — must complete background checks before project activities begin.
- Grantees must use an AmeriCorps-approved screening provider, such as TrueScreen.
- Eligible screening costs may be included in the grant budget.

Vendors

- All vendors receiving grant-funded payments must be verified through SAM.gov prior to contract execution and payment.
- Procurement rules as outlined in 2 CFR 200 must be followed when selecting vendors.
- Review the Compliance Webinar for more detail.

Monitoring Your Project

- Grantees are responsible for maintaining procurement, financial, and program records.
- Ensure compliance with applicable grant requirements.
- Monitor and document all grant-funded expenditures and activities.
- Submit required reports by established deadlines.
- Retain documentation for monitoring, audit, or review.

Refer to the FAQ section for additional guidance on volunteer, staff, vendor screening, and compliance requirements.

Develop Your Project Work Plan

Refining Your Project & Impact

Ensure your project includes a hands-on service activity that creates a tangible benefit for the community. The project should actively engage youth participants in meaningful service work — not just participation. Remembrance activities should be incorporated alongside service efforts to deepen reflection and understanding.

Planning & Implementation

Bring your project plan to life through a detailed implementation strategy, including a clear timeline and staffing structure. A kickoff meeting is strongly recommended to coordinate volunteer recruitment, vendors, venues, outreach, and all event logistics.

Key Planning Milestone

Planning should be underway no later than mid-July to ensure adequate preparation time. Make sure you have systems in place to gather the data required for the Pre-Event Report due August 15, 2026.

Participant Engagement

Confirm your projected numbers for youth participants, youth leaders, and adult volunteers align with 9/11 Day guidelines.

> Benchmark: For every $5,000 in grant funding, approximately 100 volunteers should be engaged through the project.

Budget & Resources

Use your approved budget to guide project spending. Funds must be spent according to the approved budget and reflect appropriate, reasonable pricing. Maintain all documentation, receipts, and expenditures in accordance with the approved budget.

Logo & Branding

All projects are required to use consistent program branding per the guidelines provided by 9/11 Day. Promotional materials, event signage, social media posts, and other communications should include the official 9/11 Day and AmeriCorps logos where required.

Compliance & Reporting

Ensure all compliance requirements are actively maintained. Financial, procurement, and program records must be maintained for three years after the project's end date. Submit all required reports and supporting materials on time.

Pre-Event Report	Post-Event Report	Financial Closeout	Final Report
August 15, 2026	September 18, 2026	October 1, 2026	October 7, 2026

Materials & Documents

Compliance Documents

- Supporting Grant Policies 2026
- Grant Close Out Documents
- Social Toolkit 2026

Educational Resources

- Educational Resources 2026

Webinars

- Webinars 2026

Logos

- Logos 2026
- Popeyes Foundation Logo (Provided to selected colleges only. See your MOU for details.)

GLM Resources

- Grant & Scholarship Lifecycle Manager Support Hub
- User Roles Defined – Foundant Technologies
- GLM Applicant Tutorial – Foundant Technologies
- Applicant Tutorial: Collaboration – Foundant Technologies

Frequently Asked Questions

How does the GLM Collaboration feature work, and how can I ensure another team member can submit our application?

GLM allows multiple staff members to collaborate, but only users with 'Can Submit' permissions can submit. Users with 'Can Edit' access can make changes but will only see a Save button. We recommend deciding who will submit before beginning work and confirming permissions early. If you need to update submission permissions after starting, contact us for assistance.

What are the project activity requirements?

Your projects have been reviewed and approved; some may require minor adjustments as outlined in the MOU. Do not change project activities post-award without prior approval from 9/11 Day. Only substantive changes (e.g., a Popeye's grantee no longer doing hunger relief, or significant budget shifts) require prior approval. All funded projects must include: a hands-on service activity with meaningful volunteer engagement and community impact; an educational/reflective component about September 11 and the National Day of Service; and adequate volunteer engagement relative to award amount (~100 volunteers per $5,000). Project names should include 'For 9/11 Day.'

What procurement requirements and best practices should I follow?

Grantees must follow their organization's procurement policies when purchasing with grant funds — apply the more restrictive policy if organizational rules exceed federal requirements. Document how and why vendors were selected, obtain at least three bids or quotes, and retain all procurement documentation (quotes, invoices, receipts, contracts, payment records) as part of grant files. These records may be requested during reporting, monitoring, or financial closeout.

How do I verify a vendor through SAM.gov?

Before paying a vendor with grant funds, visit SAM.gov → Search → Entity Information and Exclusions. Search for the vendor name and confirm they are eligible to receive federal funds. Save a screenshot of the search results showing the vendor name and date. Retain this documentation with your procurement and financial records.

Are volunteer background checks required?

Background checks are required for: staff members whose salary or match is charged to the grant; individuals who supervise volunteers as part of grant-funded activities; and recurring volunteers who work directly with vulnerable populations. They are generally NOT required for one-time supervised volunteers or vendors providing routine goods/services. Screenings must be conducted through an AmeriCorps-approved provider such as TrueScreen. Costs may be included as an allowable budget expense.

What records should I keep?

Maintain copies of all financial and programmatic records for three years after the project ends. This includes: receipts, invoices, contracts, vendor documentation, attendance records, volunteer hour logs, photographs, videos, submitted reports, and any materials demonstrating project activities and outcomes.

Where do I submit reports?

All required reports and supporting documentation should be submitted through the Grant Lifecycle Manager (GLM) platform unless otherwise directed by the grants team. Familiarize yourself with the platform early to ensure timely submission of all requirements.

Do I need photo or media release forms?

Grantees are responsible for obtaining photo, video, or media releases required by their organization or local policies. Photos and videos may be used for grant reporting, promotional materials, social media, and other 9/11 Day communications. 9/11 Day does not require copies of release forms. Where permitted, event signage notifying attendees that entry constitutes consent may substitute for individual forms. Please submit up to 20 photos and at least 3 videos. Tip: Designate a volunteer photographer to capture high-quality media throughout the event.

Can I make changes to my project after receiving funding?

Changes to project scope, location, budget, timeline, or intended outcomes should be discussed with the grants team before implementation. Early communication helps ensure continued compliance with grant requirements. Reach the team at grants@911day.org.

What happens if I do not spend all of my grant funds?

Any unspent grant funds will be reconciled through the financial closeout process and returned to 9/11 Day at that time.

I am a Campus Grantee partnering with the Popeyes Foundation. Are there additional requirements?

Yes. In addition to standard requirements, include the Popeyes Foundation logo on applicable event and promotional materials, and tag the Popeyes Foundation in social media posts related to your project. Branding materials and logo files will be provided separately to eligible grantees.

Questions? We're Here to Help.

Contact the grants team at any point during the grant period for project planning, reporting requirements, budget questions, compliance guidance, and technical assistance.

grants@911day.org