#### STATE GRANTS REPORT HELP DOCUMENTATION

## **IMPORTANT**:

The information initially displayed is, by default, filtered to the current Fiscal Year (which runs from July 1 through June 30). To change the desired collection of data, use the "Select Filters" button in the upper left corner to adjust search criteria. Right click in the filter boxes to clear or reset filters, if desired. In some cases, the list of filter check boxes can be reduced by entering text in the available search bar.

Different report views are indicated by the small tabs at the top of the screen. A toggle button allows changing views within each report view (for example a chart versus a data list table).

Should this symbol display in the lower right corner of the table, it indicates that not all rows of information are able to be displayed. If this occurs, it is recommended that additional or different filters be selected to reduce the number of rows to be displayed. Another option would be to right click in the data table to export to a spreadsheet. This would download all filtered records, even if they could not all be displayed.

### About the State Grants Report

This report provides data on state financial assistance awards and payments to non-state entities. Financial assistance includes grants, cooperative agreements, non-cash contributions, food commodities or direct appropriations. It does not include student financial aid recipients, individuals receiving public assistance (Medicaid, SNAP, etc.), or local government entities within North Carolina.

### **Report Views**

### **Explore Grants (Report Tab 1)**

This tab displays the top 10 recipients based on actual payments and the table provides additional details on all grant awards. For detail on an individual recipient, double select a bar on the chart or line in the table. The data can be filtered by multiple fields to build a custom view of the specific data of interest. The data can also be searched by keyword. Suggested keywords are available through the link next to the keyword search box. Data can be exported to Excel or PDF format by right selecting the chart or table.

## Search Grants by Recipient (Report Tab 2)

This tab allows users to search all awards and payments by recipient name. The chart displays top 10 payments by agency and the table provides additional detail on all awards. The default view shows the top 10 funding agencies across all recipients. The data can be filtered by fiscal year and recipient.

#### Explore Available Grant Programs (Report Tab 3)

This tab allows users to search available (active) Grant Programs. Where available, the user may double-click on a URL and then click the 'Link to Provided URL' option, in order to open a web page to obtain additional information about the selected Grant program.

#### About the Data

**Data Source:** Data is sourced from the NCGrants and CRIS systems.

Data Elements: Recipient Program (Program Title) - (ability to filter) Grant Amount (Awarded Amount) Payment Amount (Actual Amount Received) County (Location of Recipient) – (ability to filter)

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Agency (Funding Agency) – (ability to filter) Division Fund Source (State, Federal, etc.) Fiscal Year (ability to filter – not displayed in table) Non-Profit (ability to filter)\*

# Filters (Explore Grants Tab):

Fiscal Year Funding Agency Location of Recipient (County) Program Title Keyword Search (Top of tab – beside Select Filters) Non-Profit

# Filters (Search Grants by Recipient Tab):

Fiscal Year Name of Recipient Non-Profit

# Filters (Explore Available Grant Programs Tab):

Funding Agency Program Title Keyword Search (Top of tab – beside Select Filters)

**Update Frequency:** Data is updated on a monthly basis.

## \*Non-Profit Status

The non-profit status of an organization is not permanent and can be revoked if the organization does not file the required reporting with the IRS. Also, some organizations cease to exist over time. To check the current status of any organization flagged as a non-profit in these reports, use the IRS search tool here: <u>https://apps.irs.gov/app/eos/</u>