



Grant recipients are required to sign a Letter of Understanding (LOU) prior to the purchase of any budget-approved item(s). This document is a quick reference checklist to accompany the LOU instructional video. It is important that you watch this short video.

The LOU is a formal agreement between Hillsborough County and your organization outlining specific requirements pertaining to your mini-grant funding.

1. A neighborhood liaison will schedule a meeting with the neighborhood organization president to review the LOU and answer any questions.
2. The LOU must be signed by the president and a witness. This year, Hillsborough County is using an electronic form for a convenient, contactless signing process. This process will be reviewed during the LOU signing.
3. Once Hillsborough County receives the signed LOU, a neighborhood liaison will send an email acknowledging receipt and giving consent for your neighborhood organization to begin your project.

Any money spent prior to the signing of the LOU will not be eligible for reimbursement.

Online resources for grant recipients are available at [HCFLGOV.net/MiniGrant](https://www.hcflgov.net/MiniGrant) under *Grant Recipient Resources*.

If you have any questions, please contact your district neighborhood liaison:

- District 1: [Daniel Padron](#), (813) 274-1628
- District 2: [Estella Gray](#), (813) 227-1645
- District 3: [Julie Nail](#), (813) 307-3607
- District 4: [Wanda Sloan](#), (813) 307-3564