
SERVENEBRASKA AMERICORPS GRANT REFUND PROCEDURE

At the end of the grant period, the subgrantee must return any Federal funds drawn under a grant but not expended or make any other appropriate financial adjustment due to the ServeNebraska.

To make a refund, a subgrantee must do the following:

1. Make a check payable to ServeNebraska.
2. Send a letter to accompany the check specifying:
 - Designate the check is a REFUND to be credited to ServeNebraska's Grant No. _____.
 - List the amount of any interest that is included in the refund check.
3. Send the check and the accompanying letter to:

Attention: Janet L. Schmidt
ServeNebraska
PO Box 92987
Lincoln, NE 68509-8927