

2020 Deadlines^{1,2,3}

Type of Request	Submission Deadline to the World Mission Finance Office
Grant requests: <ol style="list-style-type: none"> 1. <i>Partner Grants; and/or</i> 2. <i>Grant requests funded by Endowment(s)⁴; and/or</i> 3. <i>Grant requests funded by ECO</i> 	Master Grant Agreements and Addendums to Increase Master Grant Agreements – September 30, 2020 Grant Template Letters for Master Agreements and One-time Grant Agreements- November 2, 2020
Travel, administrative and/or program related expenses ^{5,6}	1 st qtr – April 17, 2020 2 nd qtr – July 17, 2020 3 rd qtr – October 16, 2020 4 th qtr – January 4, 2021

¹ Deadlines will be strictly enforced. Exceptions are not guaranteed and **will only be considered in advance of the deadline** by the Associate Director on a case-by-case basis.

² Submissions with missing signatures and/or other required documentation will not be processed and will be returned to the submitter.

³ Please add sufficient processing time (e.g. 2-3 business days) for requests to be routed through the appropriate office(s) for approval.

⁴ This includes all Endowment Master funding sources (e.g. Bequests, Pass-throughs funds, etc).

⁵ This does not include *Mission Personnel Benefits-related* deadlines which are determined and communicated separately.

⁶ This includes but is not limited to invoice payments and reimbursement requests for mission networks, YAV, Regional Liaisons, Regional Facilitators, and Mission Co-workers authorized to incur certain program expenses (e.g. travel, meals, communications, supplies, etc).

