

2026 NGO Fact Sheet

Key To Remember

- All 2025 Non- Governmental Organization (NGO) awards must be reconciled and closed in order to receive 2026 Cooperative Endeavour Agreement (CEA).
- New NGO's (those who did not receive an award last year) CEA will be generated and mailed in a timely manner.
 - First time awardees must submit a W9 to finance; failure to do so will result in non-payment.
- Once CEA is signed by your organization, please return the CEA to legal. You will be mailed a final(completed) copy within 3-4weeks (from legal).
- Appropriation payments will be disbursed in a minimum of two payments.
 - A 50% request at the **completion** of CEA. This is an **advance payment**. No funds are advanced beyond the first payment.
 - A 50% (or less) request after the project is complete or near completion. This is a **reimbursement** payment. All reporting must be complete for final payments.
- NGO 's must use NGO Request/Drawdown Form to request funds. Visit www.caddo.gov/finance
- Drawdown request are processed AFTER finance has received the FINAL copy of your CEA.
 - NGO Appropriation Reports are due on July 31,2026 and January 31,2027 (**both required**). Commonly referred to as Mid Year and End Of Year(EOY) Reports.
 - Both reports **must** include a grant specific ledger when funds are spent.
 - Must include invoices, contracts, timesheets etc.
 - Must include payment via organizations bank account or credit card.
 - Redact or mark through any information not relevant to the report. What you send to this office becomes public record.
 - EOY report **must** also include a program 2026 Outcomes Report.
 - Financial Statements **must** be submitted annually with **no duplication of previous years** submitted to Caddo Parish (most organizations submit with the EOY report). This can be your audit, balance sheet, profit and loss or 990, etc.
 - NGO Resources, forms and example templates can be found on www.caddo.gov/finance
 - Keep copies of all submissions.

The Award Process

1. Apply (complete)
2. Scoring & Award (complete)
3. CEA generated by Caddo Parish Legal Department
 - a. READ thoroughly before signing and returning; also review NGO Policy at caddo.org
 - b. Upon returning your CEA you can begin your project
 - c. 2026 CEA's only go out if you have closed your 2026 file
4. Request Payment #1(submit request form to Caddo Parish Finance)
5. Continue project & submit mid-year report (reimbursements can be requested at this time)
6. Submit Final Reports, Financial Statement & Request 2nd and/or Final Payment
7. Award Closed- January 31, 2027

NGO Finance Contacts

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