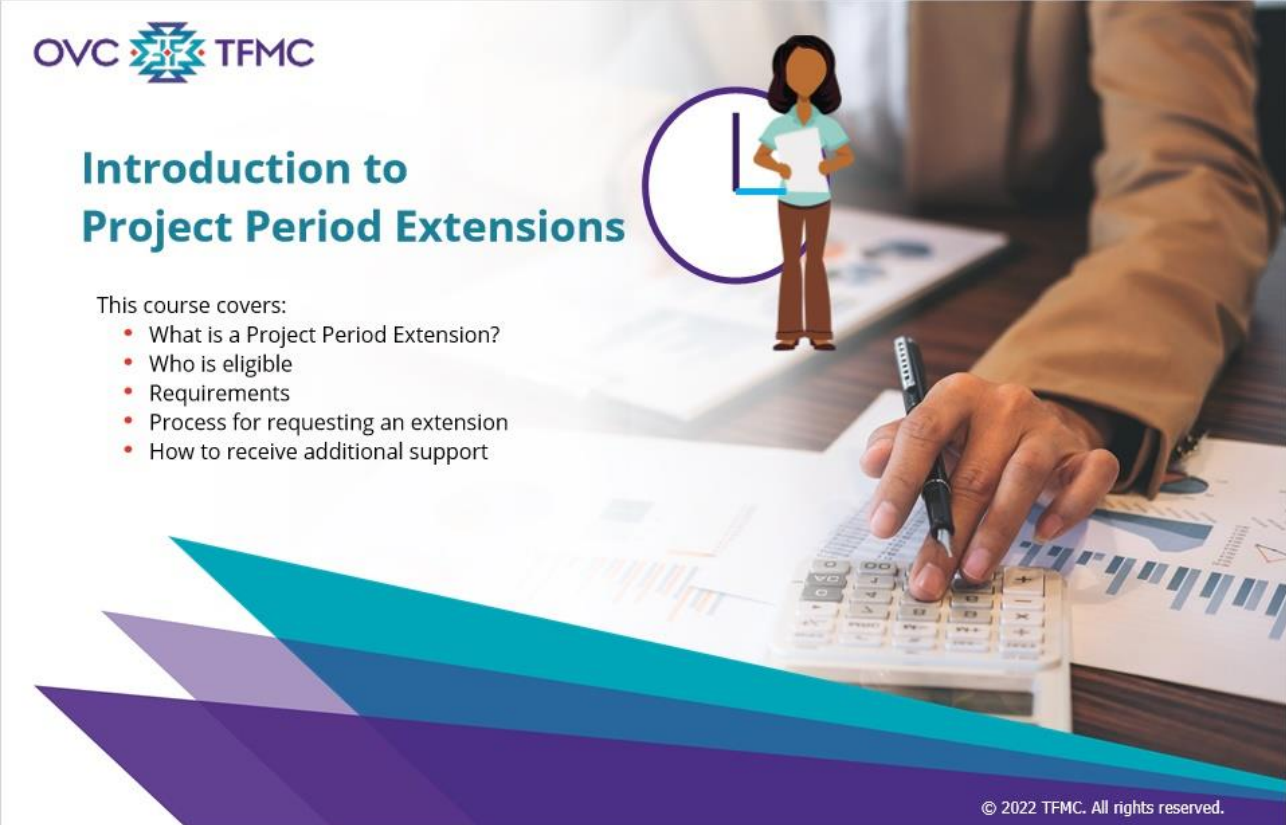


Project Period Extensions Course 1

1. Project Period Extension Course 1

1.1 Introduction

The slide features a background image of a person's hands using a calculator on a desk with various documents. In the top left corner, the logos for OVC and TFMC are displayed. The main title, 'Introduction to Project Period Extensions', is centered in a large, bold, blue font. To the right of the title is a stylized illustration of a woman in a light blue shirt and brown pants, holding a white document. Below the title, the text 'This course covers:' is followed by a bulleted list of five items. At the bottom right of the slide, there is a copyright notice: '© 2022 TFMC. All rights reserved.'

OVC TFMC

Introduction to Project Period Extensions

This course covers:

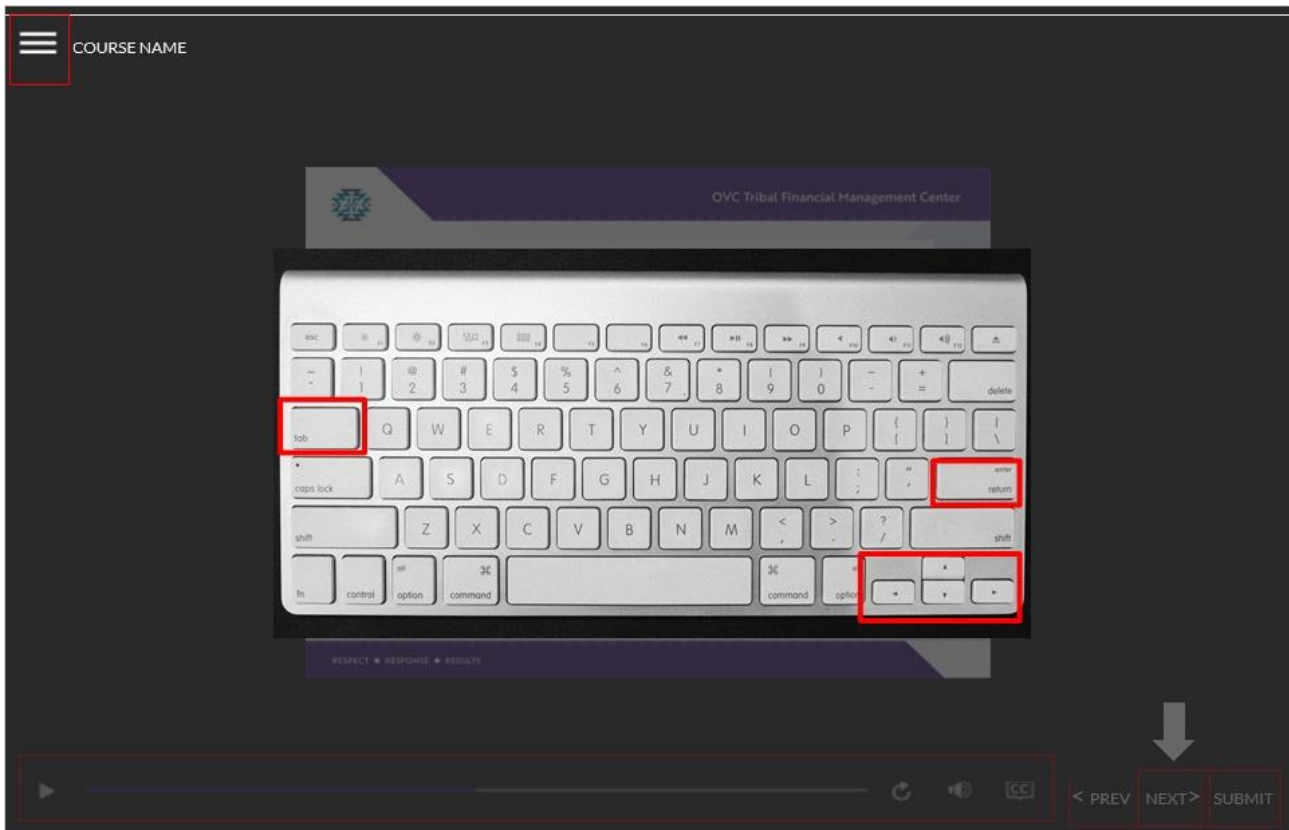
- What is a Project Period Extension?
- Who is eligible
- Requirements
- Process for requesting an extension
- How to receive additional support

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Notes:

Welcome to Introduction to Project Period Extensions. This course will cover the topics listed onscreen and will take approximately 30 minutes to complete. Select the Next button in the lower right corner to proceed through the course.

1.2 Navigation Directions



Notes:

To navigate this course, select each element with the mouse or use the Tab and Enter keys to navigate and select each interactive element. If you are using a screen reader, use the up and down arrow keys on your keyboard to highlight the text for the screen reader to read. By selecting the Menu link or hamburger menu at the top left, you will be able to display or collapse the table of contents. The table of contents (also known as the Menu) can be navigated with the arrow keys. The Notes link will display the audio transcript. The Resources link will show a list of resources that when selected, will open in a new window. The volume control, play and pause control, and closed captioning are available at the bottom of the window.

The Previous and Next buttons will appear in the lower right corner of the screen.

For knowledge check questions, select Submit after selecting an answer, this button also appears in the lower right corner of the screen.




Some slides may direct you to review more information by selecting buttons, when you select a button, more information will appear.

All links in this course open in a new window.

Select the Next button in the lower right-hand corner to begin this course.

1.3 What is a Project Period Extension

What is a Project Period Extension?



A **Project Period Extension** is used to extend the length of a funded award.

Check with your Grant Manager about the specifics of your award before proceeding with a Project Period Extension Grant Award Modification or (GAM).

[What is a GAM?](#)

Notes:

What is a Project Period Extension?



Formerly known as a No Cost Extension, a Project Period Extension is used to extend the length of a funded award.

Not all awards are eligible for extensions, so it is important to check with your Grant Manager about the specifics of your award before proceeding with a Project Period Extension Grant Award Modification or GAM.

Select the What is a GAM button to learn more about GAMs.

1.4 What is a GAM

What is a Grant Award Modification (GAM)?



A **GAM** is a modification created to update the Award Details of an award and is used only to modify a key fact or a detail about that award.

GAMs are all started in the same basic way and are submitted through an online system called **JustGrants**. Each GAM has specific fields and sub-types depending on the information needed for the type of GAM being submitted. Users can enter information in the GAM, save it, then return later to complete and submit. Once a GAM is submitted, the Department of Justice (DOJ) reviews it and sends you a notification: Approved, Denied, or Change Requested.

[Types of GAMs](#) [Initiating a GAM](#)

Select each button, then select next to continue:

Notes:

A **GAM** is a modification created to update the Award Details of an award and is used only to modify a key fact or a detail about that award---for example, changes in project period; changes in project scope; and budget modifications awardees would like to make can all be made through a GAM.

GAMs are all started in the same basic way and are submitted through an online system called **JustGrants**. Each GAM has specific fields and sub-types depending on the information needed for the type of GAM being submitted. Users can enter information in the GAM, save it, then return later to complete and submit. Once a GAM is submitted, the Department of Justice or DOJ reviews it and sends you a notification: Approved, Denied, or Change Requested.

Select the buttons to learn more about types of GAMs and how to initiate a GAM. Then select Next to continue.

Types of GAMs (Slide Layer)

What is a Grant Award Modification (GAM)?



Types of GAMs

The following are the various types of GAMs:

1. Project Period Extension
2. Programmatic Scope Change
 - Alter programmatic activities
 - Change the purpose of the project or project site
 - Staff changes including key personnel, contracting out and/or sub-awarding, OR obtaining the services of a third party
3. Financial
 - Budget Reduction
 - Budget Modification
 - Sole Source
 - Budget Clearance

This microlearning focuses on GAMs for Project Period Extensions. A Project Period Extension GAM is used to extend the length of a funded award.

[Back](#)

Select each button, then select next to continue:

Initiating a GAM (Slide Layer)

What is a Grant Award Modification (GAM)?



Initiating a GAM

You should consult with your Grant Manager before initiating a Project Period Extension GAM request to make any changes.

Emails or conversations are not the same as an official GAM request or approval.

Awardees must make their request formally, using the JustGrants online tool, and the Grant Manager must approve the changes.

Back

Select each button, then select next to continue:

1.5 What is JustGrants

What is JustGrants?



JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management system. It provides transparency and support for grantees.

JustGrants is your tool for all grants management work. This software is a living product that will evolve and improve over time. With time, DOJ will continue to enhance the software's functionality and expand benefits for all users.



Select the icon to visit the JustGrants website.



JustGrants Benefits

Select the button, then select next to continue:

Notes:

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management system. It provides transparency and support for grantees. Select the icon to visit the [JustGrants website](https://justicegrants.usdoj.gov) at justicegrants.usdoj.gov. Then, select the button onscreen to learn more about the benefits JustGrants offers.

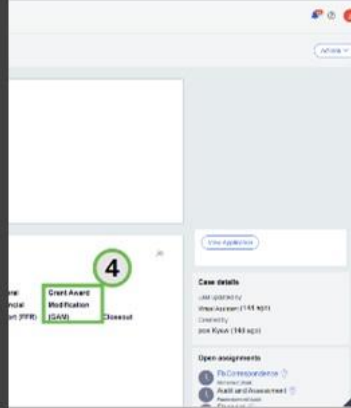
What is JustGrants?



JustGrants Benefits

JustGrants enables you to:

- Open and review solicitation, application, and award packages
- Access your funding balance and project budget figures
- Initiate and follow Grant Award Modifications
- Review current and historical Federal Financial Reports (FFRs) and Performance Reports
- Initiate Closeout
- Identify your award contributors including the Financial Manager and Authorized Representatives roles



Back

1.6 Requesting a Project Period Extension

Requesting an Extension



Select each button, then select next to continue:

[When to Request Extension](#) [When Not to Request Extension](#)

Notes:

Select the buttons to learn more about when to request an extension and when not to request an extension.

When to Request (Slide Layer)

Requesting an Extension

OVC TFMC

Why would a grantee request a Project Period Extension?

A grantee would request an extension if:

- They have encountered **significant delays completing project activities** due to circumstances beyond their control
- **Have project deliverables left to complete** (including victims to serve), as the project end date approaches

Select each button, then select next to continue:

When to Request Extension **When Not to Request Extension**

Why would a grantee request a Project Period Extension?

A grantee would request an extension if they have encountered significant delays completing project activities due to circumstances beyond their control and have project deliverables left to complete (including victims to serve) as the project end date approaches.

When Not to Request (Slide Layer)

Requesting an Extension OVC TFMC

We have funds we will not be able to spend before our OVC grant project ends in a few months. Is that a good reason to seek a Project Period Extension?

No. The Office of Justice Programs (OJP) cannot grant project period extensions solely because the grant funds have not all been spent during the project period.

Select each button, then select next to continue:

When to Request Extension **When Not to Request Extension**

A grantee has funds they will not be able to spend before their OVC grant project ends in a few months. Is that a good reason to seek a Project Period Extension?

No. The inability to spend all award funds before the current project period end date is not a good enough reason to seek a Project Period Extension. The Office of Justice Programs (OJP) cannot grant project period extensions solely because grant funds have not been spent during the project period.

1.7 Funding

Funding



A Project Period Extension:

- Does not provide additional funding
- Only extends the project end date



A Project Period Extension is only feasible when a grantee has funds left to meet project goals.

Notes:

A Project Period Extension does not provide any additional funding; it only extends the project end date so the grantee can continue to expend the original award amount. Therefore, a project period extension is only feasible when a grantee has grant funds left to continue their work to meet project goals and objectives.

1.8 Eligible Awards Part1

Eligible Awards



Awards made with Tribal Victim Services Set-Aside (TVSSA) funds may be extended, with justification from the grantee.

These awards are identified by the "VO" in their award numbers (for example, **2018-VO-GX-0001**).

Notes:

Is your award eligible for a Project Period extension?

Awards made with Tribal Victim Services Set-Aside funds, (also known as TVSSA funds) may be extended, with justification from the grantee. These awards are identified by the "VO" in their award numbers (for example, 2018-VO-GX-0001).

1.9 Eligible Awards Part2

Eligible Awards



Combined Tribal Assistance Solicitation Purpose Areas (CTAS) 6 and 7 including grant award numbers that include a "V4" or "V6" (e.g. 2018-V6-GX-0002 or 2018-V4-GX-0003) are also eligible for an extension of 12 months.




Notes:

Combined Tribal Assistance Solicitation Purpose Areas (CTAS) 6 and 7 including grant award numbers that include a "V4" or "V6" are also eligible for an extension of 12 months. For example, 2018-V6-GX-0002 or 2018-V4-GX-003 are eligible for an extension.


1.10 OJP Criteria

OJP Criteria



OJP considers a number of factors when evaluating a request including whether the:

- Grantee has had significant **performance/compliance issues**
- Request is supported by a **strong narrative justification** establishing that the extension is for the benefit of the Federal government
- Request includes a **timeline** for how the grantee will meet the goals and objectives of their project within the period of the extension



Select the button, then select next to continue:

[Additional OJP Criteria](#)

Notes:

How does OJP determine whether OVC may grant a Project Extension Request?

OJP considers a number of factors when evaluating a request including whether or not the grantee has had significant performance or compliance issues during the current grant award period; whether the request is supported by a strong narrative justification establishing that the extension is for the benefit of the Federal government; and whether the request includes timeline for how the grantee will meet the goals and objectives of their project within the period of the extension.

Select the button onscreen for a more detailed list of criteria.

1.11 OJP Criteria1

OJP Criteria



The following is a more detailed list of OJP criteria:

- Generally, only one no-cost extension for up to 12 months may be made to an award, but a second extension could be granted for some awards if there are extenuating circumstances. (See 2CFR 200.308 (e) (2))
- TVSSA grants ("VO" in the award ID) can be extended to make the total length of the project up to a 5 year period (60 months). Depending on the length of the current award period, this might allow for a 12- 48-month extension. Grantees with awards other than TVSSA grants should check with their Grant Manager about the length of extension periods.
- A Project Period Extension must be submitted no later than 30 days prior to the end of the project period; however, it is recommended to start the submission process well in advance (at least 90 days). The 90-day period allows grantees sufficient time to address any potential required changes to the GAMs before the award period ends. An extension will not be granted if the end date of the award has already passed.



Notes:

The following eight guidelines are a more detailed list of OJP criteria and may help you gain a greater understanding of the elements OJP is looking for when approving a Project Period Extension request. Read the onscreen text and select Next to continue.

1.12 OJP Criteria2

OJP Criteria



- A Project Period Extension may be made only for award recipients that have no significant performance or compliance issues (and have met Award Conditions). *An example of a significant performance or compliance issue is not fulfilling reporting requirements—financial and/or progress reporting.*
- A Project Period Extension may only be made if supported by a robust narrative justification establishing that the extension is for the benefit of the Federal government and containing a plan and timeline for completion before the Project Period Extension end date.

Note: To determine if the justification meets the criteria that the request is for the benefit of the Federal government, it should include a description of the: 1) Prior effort that would be wasted if the extension were not given, 2) Goals/objectives (that are for the benefit of the people and/or government) that will be accomplished if the extension is approved.




Notes:


Continue reading the onscreen text and select Next to continue.

1.13 OJP Criteria3

OJP Criteria



- A Project Period Extension may not be made merely for the benefit of the recipient or for the purpose of enabling the recipient to use unobligated balances.
- Any provisions of the DOJ Grants Financial Guide relating to Project Period Extensions shall be complied with (e.g., a Project Period Extension must be requested via a Grant Award Modification in the JustGrants system at least 30 calendar days before the project end date).
- Extension of the liquidation period may be allowable for awards if approved by the awarding agency (this includes the OVC State Victim Assistance Formula Grant Program and State Victim Compensation Formula Grant Program).

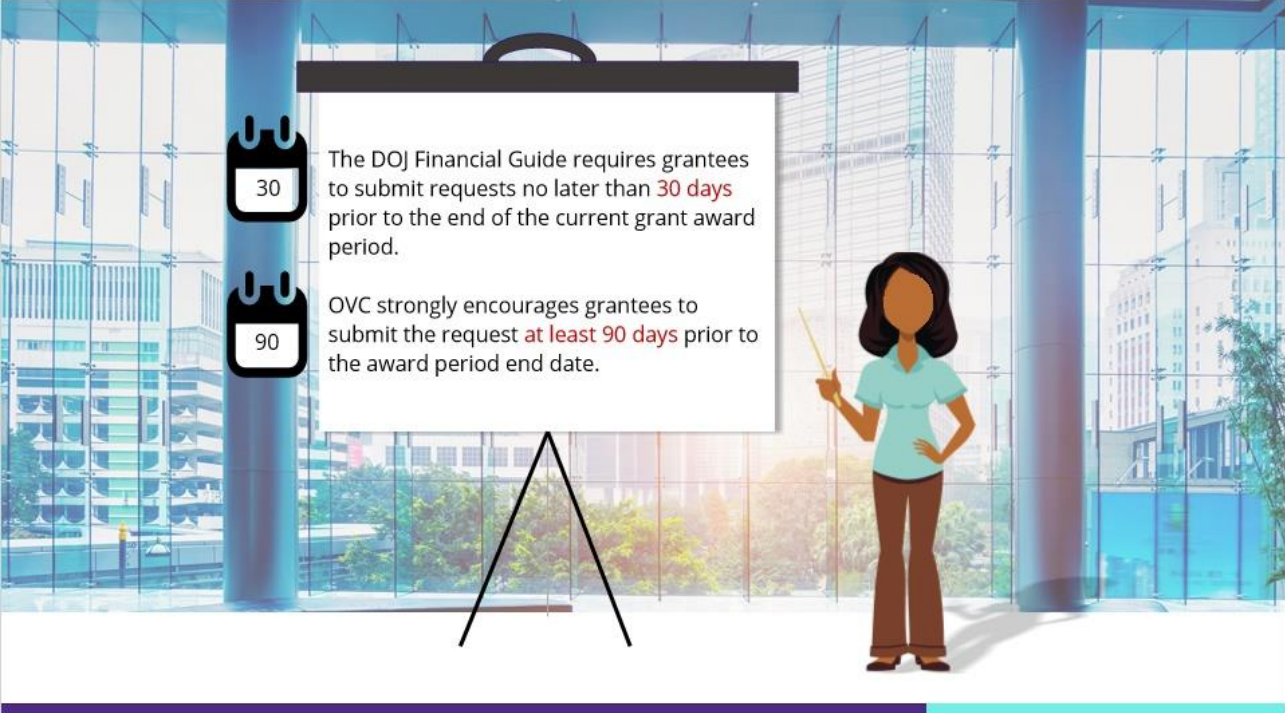



Notes:

Continue reading the onscreen text and select Next to continue.

1.14 Deadline

Deadline



The DOJ Financial Guide requires grantees to submit requests no later than **30 days** prior to the end of the current grant award period.

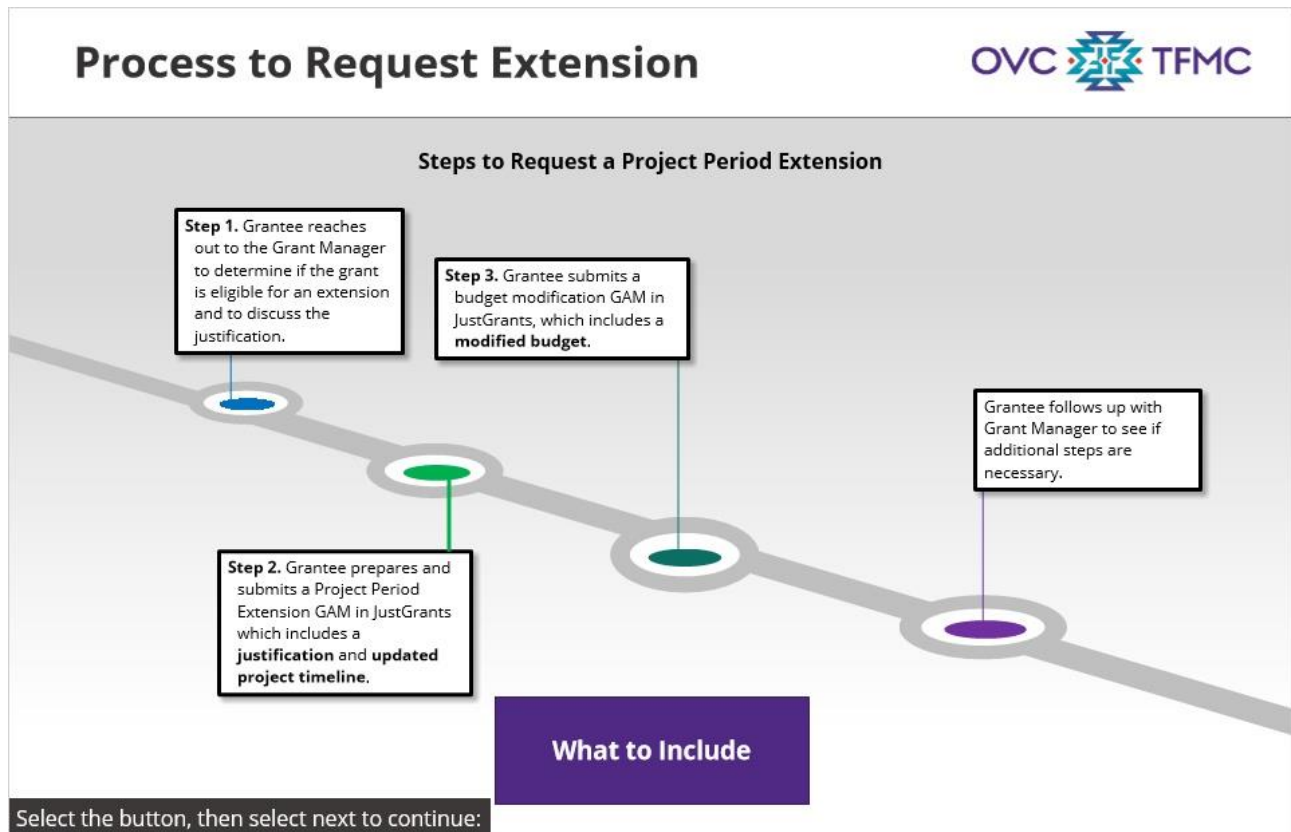
OVC strongly encourages grantees to submit the request **at least 90 days** prior to the award period end date.

Notes:

What is the deadline for requesting a Project Period Extension for a Tribal Victim Services Set-Aside Award?

The *DOJ Grants Financial Guide* requires grantees to submit the request no later than 30 days prior to the end of the current grant award period, OVC *strongly encourages* grantees to submit the request *at least 90 days prior* to the end of the current grant award period. The 90-day time period allows grantees sufficient time to address any potential required changes to the required GAMs before the award period ends. You may access the *DOJ Grants Financial Guide* in the Resources menu tab.

1.15 Process



Notes:

What are the steps to request a Project Period Extension?

The process begins when the grantee reaches out to the Grant Manager to determine if the grant is eligible for an extension. The Project Period Extension request process consists of submitting two GAMs via JustGrants: the Project Period Extension GAM and the Budget Modification GAM.

The Project Period Extension GAM needs to be submitted and approved first so that the budget modification aligns with the new extended timeframe.

The Project Period Extension GAM consists of:

1. A **strong narrative justification** for the extension request which establishes that the extension benefits both the tribal community being served and the Federal government. This justification can be entered into the corresponding field in JustGrants or uploaded as

an attachment.

2. An **updated project timeline** that illustrates how you will achieve your unmet/modified project goals and objectives during the period of extension. The updated project timeline will reflect the new total project period. The timeline is submitted as an attachment.

3. A **modified budget** may have to be submitted in a separate GAM in some circumstances. This GAM is called the Budget Modification GAM, it documents how project funds will be spent during the extended project period. The Project Period Extension GAM must be approved first so that the Budget Modification GAM displays the correct project period. The JustGrants system will indicate if the budget modification is to be entered directly into the web-based budget form or uploaded as an attachment.

You may or may not need to submit this GAM. For example, if over the course of the new, extended project period you request new activities in a budget category not previously approved, or will move money among budget categories greater than 10 percent of the total award, or receive a new Indirect Cost Rate, then a Budget Modification GAM is required. Please check with your Grant Manager to confirm if a Budget Modification GAM is necessary.

The courses that follow (in this series) will contain more detailed information on each of these steps and will provide more detailed instructions for how to prepare each of the items required at each step.

Select the What to Include button to learn more about these attachments at each step of the process.

What to Include (Slide Layer)

Process to Request Extension



The following documentation must be included in JustGrants:

- **Project Period Extension GAM Item 1:** A strong narrative **justification** for the extension request which establishes that the extension benefits both the tribal community being served and the Federal government (entered into corresponding JustGrants field; or as an attachment).
- **Project Period Extension GAM Item 2:** An **updated project timeline** that illustrates how you will achieve your unmet/modified project goals and objectives during the period of extension. The updated project timeline will reflect the new total project period. The timeline is submitted as an attachment.
- **Budget Modification GAM Item 3:** A **modified budget**, submitted as a separate GAM from the project period extension GAM, which documents how project funds will be spent during the extended project period. The JustGrants system will indicate if the budget modification is to be entered directly into the web-based budget form or uploaded as an attachment (exceptions may apply). Please check with your Grant Manager to confirm if a Budget Modification GAM is necessary.

Budget Modification
GAM Exception

Back

Items 1 and 2 listed here are to be included in the first GAM. Item 3 goes in the second GAM, the Budget Modification GAM.

Your Grant Manager and / or OVC Technical Assistance providers can provide you with further instructions on how to prepare and submit the two required GAMs. Additional attachments may be requested as necessary.

All requests will need to be submitted via a GAM in JustGrants as described above and be approved by OJP and OCFO to allow you to access your funds beyond the current end date.

Budget Modification GAM Exception (Slide Layer)

Process to Request Extension



Is a Budget Modification GAM Required to Get a Project Period Extension?

Not necessarily. If the current (pre-extension) budget line items and categories will continue to govern how funds are spent through the extension, then a Budget Modification may not be necessary.

If, however, during the extension period you will:

- take on **new activities** that require **budget line approvals**, or will
- **move money among budget categories** greater than 10 percent of the total award, or
- receive a **new Indirect Cost Rate**,

a Budget Modification GAM is required.


The requirements related to submission of a Budget Modification are outlined in the DOJ Financial Guide. Your Grant Manager and/or OVC Technical Assistance providers can provide you with further instructions on how to prepare a Budget Modification GAM.

[Back](#)

Read the requirements listed here to determine if you need to submit a Budget Modification GAM. Consider consulting with your Grant Manager to make a final determination.

1.16 Reference Guide

GAM Job Aide Reference Guide



Download/Print

Web Object

Address:
<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grant-award-modifications.pdf>

Notes:

Review the [JustGrants Grant Award Modification Job Aide Reference Guide](#) onscreen for additional information. Then, select Next to continue.

1.17 Allowable Extension Period

Allowable Extension Period



What is the allowable extension period for a Project Period Extension?

For TVSSA grants, the OVC Tribal Division can process one project period extension per award. The extension can increase the **total length of the project to no more than 60 months**. Depending on the length of the current award period, this might allow for a 12- 48-month extension.

Total length of project= no more than 60 months

Notes:

What is the allowable extension period for a Project Period Extension?

For Tribal Victim Service Set-Aside grants, the OVC Tribal Division can process one project period extension per award. The extension can increase the total length of the project to no more than 60 months or 5 years. Depending on the length of the current award period, this might allow for a 12- 48-month extension.

1.18 Notification of Award

A graphic titled "Notification of GAM Approval" featuring the OVC and TFMC logos in the top right corner. The background shows a person's hands typing on a laptop keyboard. A white text box is overlaid on the laptop screen, containing the following text:

When and how will we be notified if our Project Period Extension was approved?

1. Grantee submit GAMs in JustGrants.
2. GAMs are reviewed internally by OVC and OCFO.
3. You will be notified of any necessary changes. Changes must be made and the GAM must be resubmitted for review and approval before the award period ends.
4. When the GAM receives final approval, JustGrants will automatically update with the new end date.

*This process may take several weeks, you are therefore encouraged to submit the GAM at least 90 days prior to the end of your current award period.

Notes:

When and how will you be notified if your Project Period Extension was approved?

Once the GAMs for the project period extension and the budget revision have been submitted in JustGrants, they will be reviewed internally by OVC staff and the Office of the Chief Financial Officer (or OCFO). If OVC or OCFO identify changes that must be made before the GAM can be finalized, you will be notified and given an opportunity to make the changes. You must make any required changes and resubmit the GAM for review and approval *before* the award period ends. When the GAM has received final approval, JustGrants will automatically update with your new end date. Please note, this approval process can take several weeks, and you are therefore encouraged to start the GAM process at least 90 days prior to the end of your current grant award period.

1.19 Preparation

Preparation



.....



Grantees should communicate with their Grant Manager throughout the award period to ensure that they are able to successfully meet their goals and objectives within the original award period.

It is not advisable for grantees to wait until the end of the award period to spend their remaining funds and purchase equipment and supplies.


Notes:

Is there anything you should start doing now in preparation for submitting a Project Period Extension request?

You should communicate with your Grant Manager throughout the award period to ensure that you are able to successfully meet your goals and objectives within the original award period. If you have an OVC tribal award, and have made no, or little progress to date in implementing your project, you are strongly encouraged to contact your Grant Manager *now* to discuss possible reprogramming options. Generally, it is not advisable for grantees to wait until the end of the award period to spend remaining funds and purchase equipment and supplies.


1.20 Additional Support

Additional Support



Reach out to your designated Grant Manager if you have any questions related to a Project Period Extension request.

Visit www.OJP.gov/tfmc to access additional resources or to submit a technical assistance request.



Notes:


Who should you reach out to with any questions related to Project Period Extensions?

Please reach out to your designated Grant Manager if you have any questions related to extension requests. They will provide any additional information or necessary training and technical assistance referrals.

Visit www.OJP.gov/tfmc to access additional resources or to submit a technical assistance request. You may also access additional resources by selecting the Resources tab in the menu.

1.21 Key Takeaways

Key Takeaways




References for Images

Notes:

Select the icons onscreen to review key takeaways from the course. Then, select Next to continue.

1 (Slide Layer)

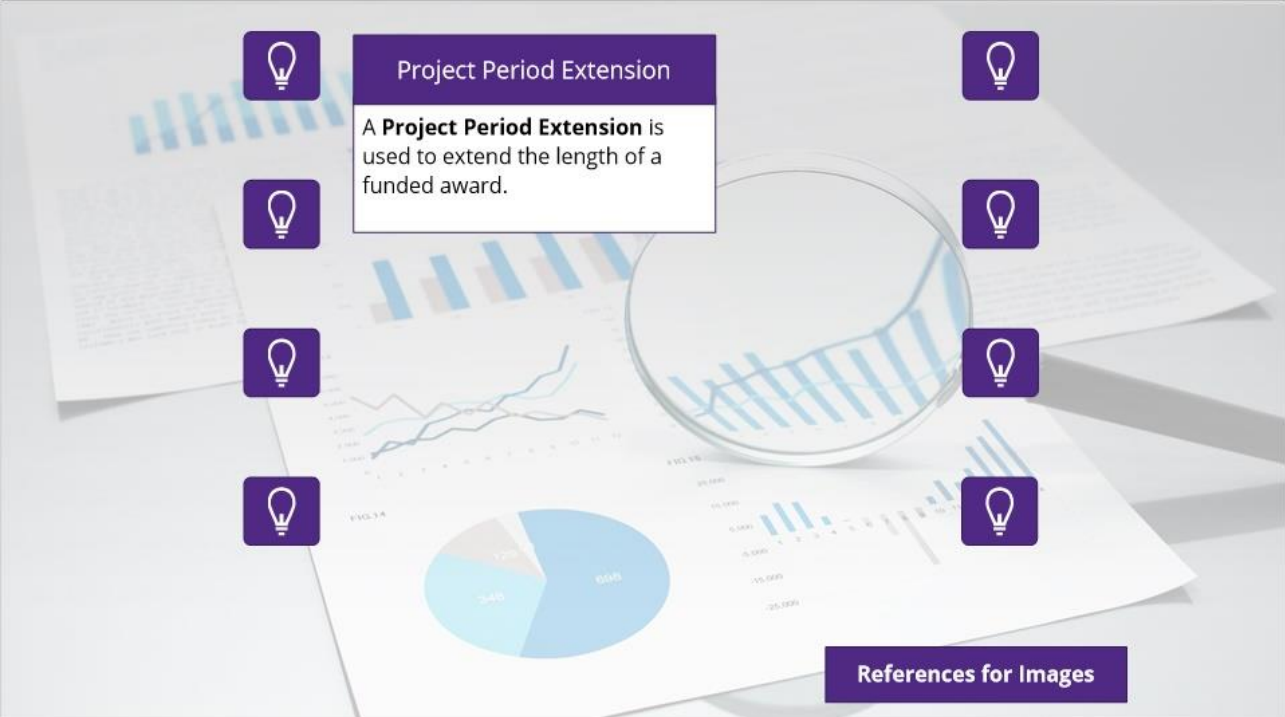
Key Takeaways



Project Period Extension

A **Project Period Extension** is used to extend the length of a funded award.

References for Images



The slide features a background of business documents, including a bar chart, a line graph, and a pie chart. A magnifying glass is positioned over the charts. The text is overlaid on this background. The pie chart shows three segments: a large blue segment (50%), a smaller light blue segment (34%), and a small grey segment (16%). The bar chart shows several bars of varying heights. The line graph shows a fluctuating line with an overall upward trend.

2 (Slide Layer)

Key Takeaways



A **GAM** is a modification created to update the Award Details of an award and is used only to modify a key fact or a detail about that award. GAMs are submitted in JustGrants.

References for Images

The slide features a central text box with a purple header 'GAM' and a white body containing the definition. The background is a collage of business-related images including a bar chart, a pie chart, and a magnifying glass over a document. Eight purple lightbulb icons are arranged around the central text box, and a purple button labeled 'References for Images' is located in the bottom right corner.

3 (Slide Layer)

The slide features a background of business documents, including bar charts and a pie chart. A magnifying glass is positioned over the charts. The slide is titled "Key Takeaways" in the top left and includes the OVC and TFMC logos in the top right. Eight lightbulb icons are arranged in two columns, with a central text box and a "References for Images" button.

Key Takeaways

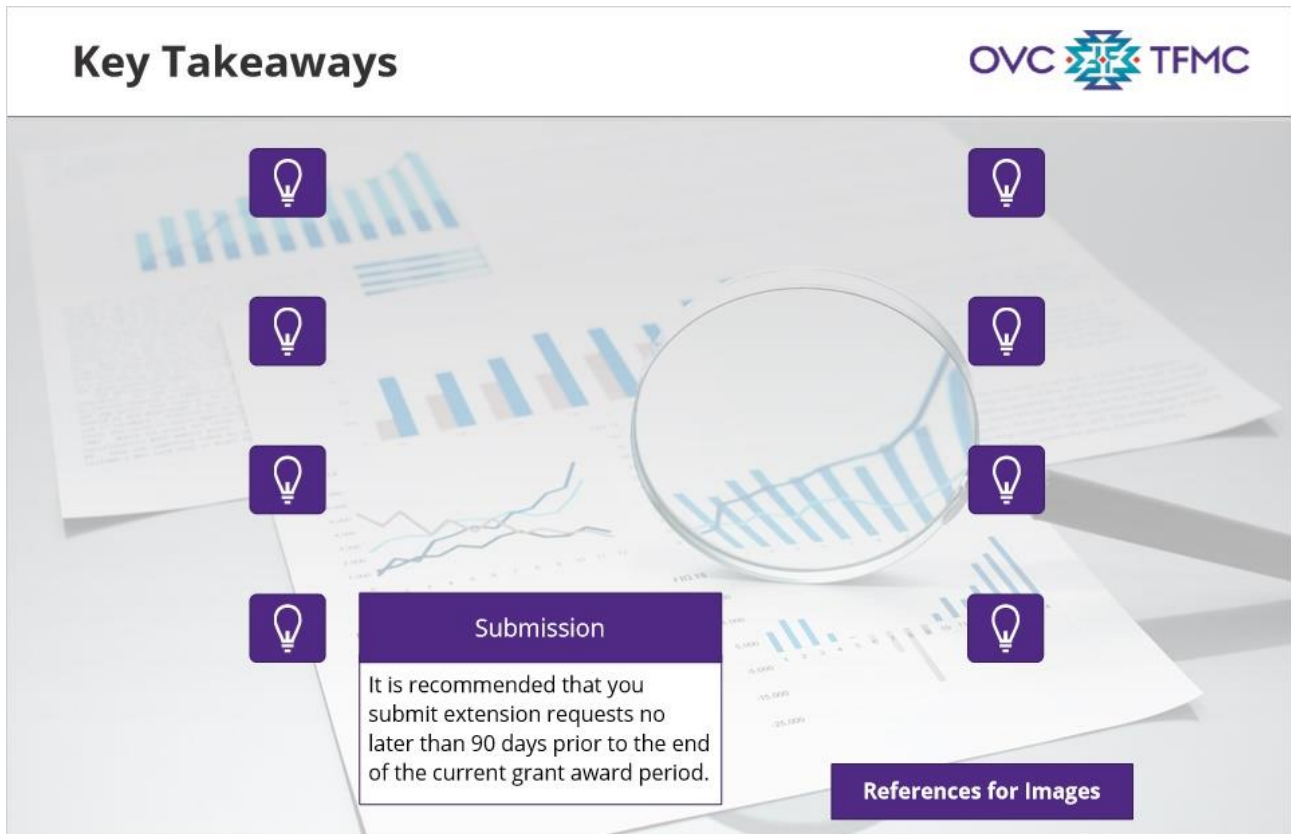
OVC TFMC

JustGrants

JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management system.

References for Images

4 (Slide Layer)

The slide features a background of business documents, including bar and line charts, and a magnifying glass. The title 'Key Takeaways' is in the top left, and the OVC and TFMC logos are in the top right. Eight lightbulb icons are arranged in two columns. A central text box is titled 'Submission' and contains a recommendation about extension requests. A 'References for Images' box is in the bottom right.

Key Takeaways

OVC TFMC

Submission

It is recommended that you submit extension requests no later than 90 days prior to the end of the current grant award period.

References for Images

5 (Slide Layer)

Key Takeaways



Extension Request - Step 1

The grantee reaches out to the Grant Manager to determine if the grant is eligible for an extension.

References for Images

6 (Slide Layer)

Key Takeaways

OVC  TFMC

 **Extension Request - Step 2** 

The grantee prepares and submits a Project Period Extension GAM in JustGrants, including a **justification** and **updated project timeline**.


 

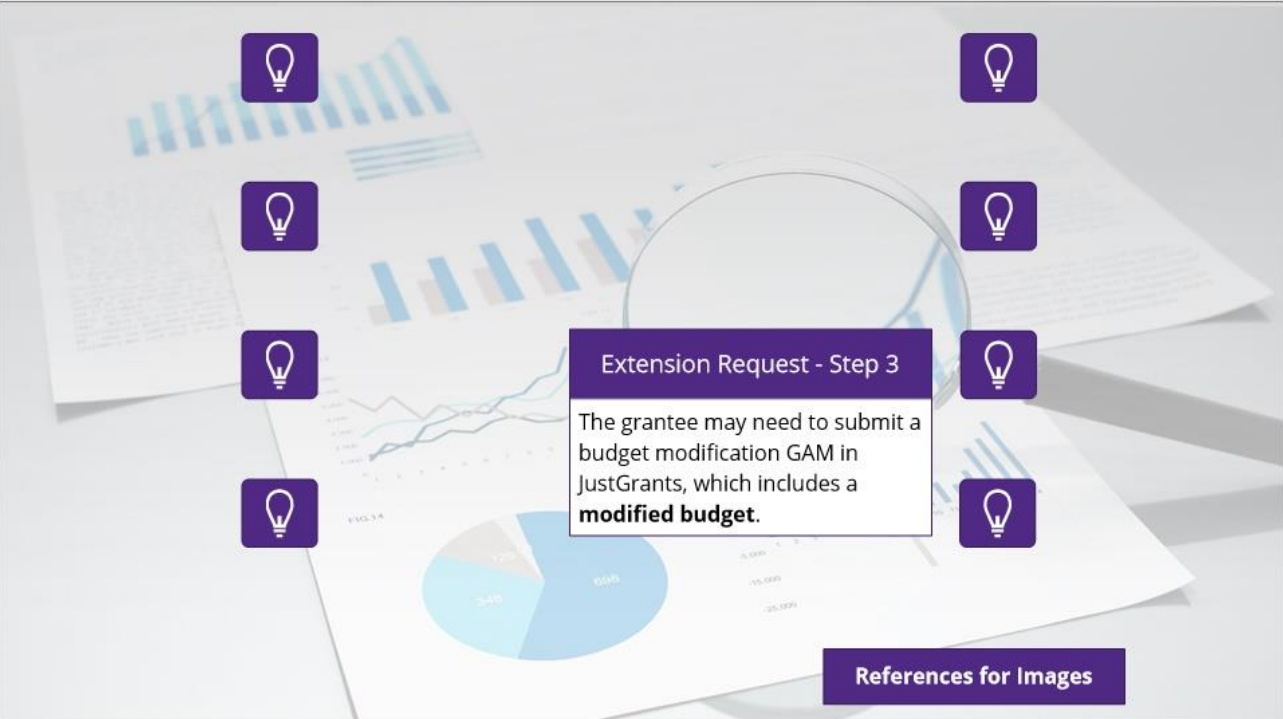
References for Images



7 (Slide Layer)

Key Takeaways

OVC  TFMC



Extension Request - Step 3


The grantee may need to submit a budget modification GAM in JustGrants, which includes a **modified budget**.


References for Images

The slide features a background of financial documents, including a bar chart, a line graph, and a pie chart. A magnifying glass is positioned over the documents. Eight lightbulb icons are arranged in two columns of four, flanking the central text box. The text box is purple with white text. The 'References for Images' box is a purple rectangle at the bottom right.

8 (Slide Layer)

Key Takeaways



OVC  TFMC

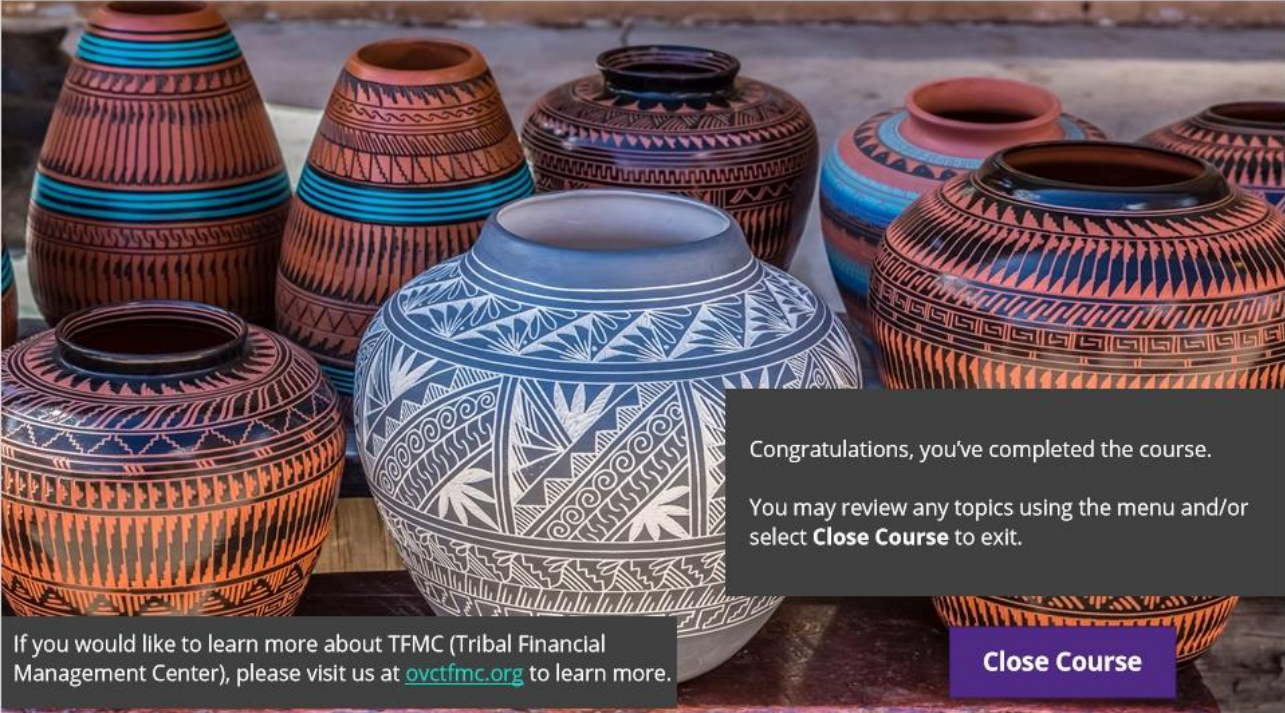

Conclusion
Grantee follows up with Grant Manager.

References for Images

The slide features a background of business documents with various charts and a magnifying glass. There are eight lightbulb icons arranged in two columns of four. A central text box contains the conclusion, and a bottom right box lists references for images.

1.22 Conclusion

Conclusion



Congratulations, you've completed the course.
You may review any topics using the menu and/or select **Close Course** to exit.

If you would like to learn more about TFMC (Tribal Financial Management Center), please visit us at ovctfmc.org to learn more.

Close Course

Notes:

Congratulations, you've completed the course. You may review any topics using the menu or select Close Course to exit the course.

2. Image Citations

2.1 Images

References for Images

Images in order of appearance

1. image of man using calculator and pointing to graphs--shutterstock_753656569.jpg By Freedomz
2. hands on keyboard—Unsplash “person using computer keyboard” By Zan
2. image of three people sitting at a desk pointing to tablet-- shutterstock_1020878011.jpg By kan_chana
3. image of people sitting at a desk with notebook- Unsplash “Person holding pen writing on paper” By Sarah Elizabeth
4. image of pottery with landscape background-- shutterstock_25861690.jpg By Bruce Rolff
5. image of magnifying glass with graph and tables--shutterstock_518338252.jpg By tadamichi
6. image of hand holding pen- shutterstock_718399159
6. Office windows-- shutterstock_129283913.jpg By fuyu liu
7. image of project plan Gantt charts with pen-- shutterstock_173786693.jpg By leungchopan
8. image of man at computer--shutterstock_1556400281.jpg By panitanphoto
9. image of project director on phone-- shutterstock_32038951.jpg By Mona Makela
10. image of grantee on phone--shutterstock_314671091.jpg By Daniel M Ernst
11. image of hands in a group cheer position--shutterstock_1503921518.jpg By Friends Stock
12. image of pottery--shutterstock_193390142.jpg By LizCoughlan

Notes: