

SMALL GRANT PROJECT CHECKLIST

Project # _____ Project Name: _____
 Award \$ _____ Grantee _____
 Date Grant Starts _____ Date Grant Ends _____
 Project Contact _____ Phone _____
 Fiscal Contact _____ Phone _____
 25% of Award \$ _____ 60% of Award \$ _____ 90% of Award \$ _____

ATTACHMENTS/REQUIREMENTS

<u>Application Requirements</u>	<u>First payment/Advance/Reimbursement</u>	<u>Final Payment</u>
<input type="checkbox"/> Team has completed the box in the upper right-hand corner <input type="checkbox"/> T, R, S; Sub-basin & Lat./ Long supplied (p. 1) <input type="checkbox"/> Application is consistent with team's watershed concerns and eligible project types <input type="checkbox"/> A minimum of 25% match is proposed on the budget page, column 4 <input type="checkbox"/> Budget line items are appropriate <input type="checkbox"/> Applicants, landowners, and fiscal agent have signed the application (a signed cooperative agreement may be substituted for landowner signatures) <input type="checkbox"/> Metrics section completed <input type="checkbox"/> Color photos & maps <input type="checkbox"/> Signed OWEB Grant Agreement <input type="checkbox"/> Juniper Checklist (if applicable)	<input type="checkbox"/> SG Request for Release of Funds form <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Land Use Page (current) <input type="checkbox"/> Secured Match Form w/ current dates (may have been submitted with the application) <u>If applicable to this Small Grant:</u> <input type="checkbox"/> Permits (if not submitted with the application) <input type="checkbox"/> ODFW/ODF sign-off for culverts and stream crossings <input type="checkbox"/> Watermaster sign-off for irrigation efficiency projects <input type="checkbox"/> Cooperative landowner agreement <input type="checkbox"/> Tax ID Form (Required ONLY if you're a new payee, have a new Tax I.D. number or new mailing address) WHEN REQUIRED: FORM MUST BE <u>FAXED</u> to: 503-986-0199	<input type="checkbox"/> SG Request for Release of Funds form <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Receipts and Invoices <input type="checkbox"/> Final Total Project Funding/Match (formerly Actual Match) <input type="checkbox"/> Project Completion Report with photos <div style="text-align: right;">Date Approved: _____</div> <u>Submit Online:</u> <input type="checkbox"/> Restoration Reporting Form (OWRI) and Map http://www.oregon.gov/OWEB/MONITOR/OWRI.shtml

NOTES

Date	