

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 \$ _____

ATTACHMENTS/REQUIREMENTS

<u>Application Requirements</u>	<u>First Payment/Advance/Reimbursement</u>	<u>Final Payment</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Team has completed the box in the upper right-hand corner <input type="checkbox"/> T, R, S is completed (p. 1) <input type="checkbox"/> The application is consistent with team's watershed concerns and eligible project types <input type="checkbox"/> A minimum of 25% match is pro-posed 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 (cooperative landowner agreement may be substituted for landowner signatures) <input type="checkbox"/> Signed OWEB Grant Agreement. <input type="checkbox"/> Juniper Checklist (if applicable) 	<ul style="list-style-type: none"> <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) <p>If applicable to this Small Grant:</p> <ul style="list-style-type: none"> <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 <u>ONLY</u> if you're a new payee, have a new Tax I.D. number or new mailing address) <p>WHEN REQUIRED—FORM MUST BE <u>FAXED</u> To 503-986-0199</p>	<ul style="list-style-type: none"> <input type="checkbox"/> SG Request for Release of Funds form <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Receipts and Invoices <input type="checkbox"/> Actual Match Form <input type="checkbox"/> Most current Restoration Reporting Form <u>with map</u> <p>(May be submitted online) http://www.oregon.gov/OWEB/MONITOR/OWRI.shtml</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Completion Report with photos <p style="text-align: right;">Date Approved: _____</p>

NOTES

Date	

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