

# Small Grant Program

## *What's New for Fiscal Agents?*

Amendments to Small Grant budgets no longer require prior OWEB approval, with the exception of project management changes. A change to this line item requires prior OWEB approval. Also, the addition of new line items, which were not part of the original application budget, requires prior approval from OWEB.

Grantees — who are now limited to councils, districts, and tribes — are no longer allowed to enter into new project agreements until they have addressed all active small grants with outstanding advances and all expired small grants with outstanding advances. Be sure to stay on top of Small Grant reporting requirements!

As a point of clarification, the first payment may be *either* a 120-day advance of up to 60 percent of the Small Grant award, or a reimbursement of expenses to date upon presentation of receipts and invoices.

Film purchase and development are no longer allowable costs except as part of the fiscal administration fee. So, when claiming film reimbursement, be sure to itemize it on the fiscal administration invoice to OWEB.

### **First Payments**

You must use the revised OWEB or the QuickBooks Small Grant Payment Request form (dated 7/2005). You only need to show major line item categories from the application, as shown on the revised form. (Unfortunately, the QuickBooks system was unable to enter the major line item categories directly on the form so you will need to enter them yourself.)

OWEB will make a first payment only if it has the following on file:

- Land Use Form
- Secured Match Form
- Tax ID Form
- Fully executed OWEB grant agreement

In addition, some small grants may require the following before funds can be released:

- Stream Crossing/Culvert Form
- Copies of permits
- Irrigation Efficiency Form
- Cooperative landowner agreement

### **Final Payments**

OWEB will make a final payment only if it has the following:

- Spreadsheet (detailing expenses)
- Project completion report
- Actual Match form
- Receipts and invoices
- Current Restoration Reporting Form

**Be sure to check the website for new forms.**