

Wildlife Viewing Grants: How the Process Works for Recipients

You've just received email confirmation that your proposal for a DNR Wildlife Viewing Grant has been chosen for funding. Congratulations! But now you're wondering: What next? Here's a quick step-by-step guide:

1. Soon after grant recipients are notified, DNR will announce the selections in a news release. You will be sent a copy in advance. But wait for us to tell media before you share the news outside your organization.
2. Included in the email confirming your grant will be a) an invitation to a webinar Q&A on documents and payment and b) a request for the name and title of the person in your organization with signatory authority for agreements, plus the Federal Employer Identification number (or for individual recipients, their Social Security number). Send the name and number as soon as possible. DNR needs it for a project letter of agreement and to see if your organization is registered as a state vendor.
3. After receiving those details, we will send a letter of agreement. It will include your proposal as a scope of services and serves as a contract between the parties. The signatory should sign and return this letter.
4. Also included will be a state vendor application – for organizations not already registered – and a Georgia Security and Immigration Compliance affidavit (aka E-Verify) – for recipients of grants of \$2,500 or more. (Recipients of less than \$2,500 who are not individuals do not have to provide further information. Individuals will have to provide a scan of their driver's license.) All will also be asked to send a W-9 form.
5. When the paperwork is completed, work can begin on your project. Grant funds are provided as a reimbursement – not a check up front – and must be spent as specified in the proposal by Dec. 2, 2022. If your project will not be finished by that date, you can request an extension. Requests must be made in writing by Nov. 11, 2022, and there is no guarantee an extension will be granted.
6. Don't forget: Signage and other interpretive materials referencing wildlife and the State Wildlife Action Plan must be reviewed by DNR *before* production. (Leave time for us to proof your content!) Email drafts to rick.lavender@dnr.ga.gov. Need a DNR logo? Download it at dnrintranet.org/Logos. Got a question about naming conventions or describing the Wildlife Action Plan? Check the proposal instructions at georgiawildlife.com/WildlifeViewingGrants or contact Rick Lavender, also at (706) 557-3327.
7. Within 30 days of finishing your project, send us an invoice for grant funds spent, documentation of the work (item invoices, photographs, etc.) and a one-page summary. Email the report package to rick.lavender@dnr.ga.gov and margie.dent@dnr.ga.gov, or mail it to: Georgia Department of Natural Resources, Wildlife Resources Division, c/o Wildlife Viewing Grants Program, 2067 U.S. Highway 278 S.E., Social Circle, GA 30025.

If your proposal is part of a larger project and dependent on completion of that project, the larger project must be completed by July 1, 2023, and a one-page summary emailed or mailed to the Wildlife Conservation Section within 30 days of that finish.

Once we have the documentation and all is good, a check will be in the mail in about four weeks. (Note: Payment for invoices submitted June- early July can face longer delays because that is the close-out of our budget year.)

That's it ... well, almost. We will likely visit your project site during or after the work. We will also be listing your project, possibly with photos, at georgiawildlife.com/WildlifeViewingGrants.

- Questions about the program or proposals? Ask Rick Lavender, rick.lavender@dnr.ga.gov, 706.557.3327.
- Questions about forms, invoices or payment? Ask Margie Dent, margie.dent@dnr.ga.gov, 706.557.3303.