

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 sharing the news outside your organization.
2. Included in the email confirming your grant will be 1) an invitation to an online Q&A about documents and payment and 2) 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 us the name, title and number by **March 25, 2027**. DNR needs these details for a project letter of agreement and to see if your organization is registered as a state vendor.
3. After receiving the information, we will send a letter of agreement. It will include your proposal as a scope of services and serve 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, for grant recipients of \$2,500 or more, a Georgia Security and Immigration Compliance affidavit, also known as E-Verify. Organizations receiving less than \$2,500 do not have to provide an E-Verify affidavit. Individuals must provide a scan of their driver's license. All recipients 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. 1, 2027**. If your project will not be finished by that date, you can request an extension (emailing a request is fine). However, requests must be made by **Nov. 10, 2027**. 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. Please leave time for us to proof your content! Email drafts to rick.lavender@dnr.ga.gov. Got a question about naming conventions or describing the Wildlife Action Plan? Check out **page 2** of this PDF. It also includes a link to DNR Wildlife Resources Division logos, plus links to DNR social media platforms. For more, please contact Rick Lavender at (706) 557-3327.
7. Within 30 days of finishing your project, provide us an invoice for grant funds spent, documentation of the work (item invoices, photographs, etc.) and a project summary using the reporting form posted at georgiawildlife.com/WildlifeViewingGrants. There's also a template for invoices on the website.

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, 2028, and the report summary provided using the form at georgiawildlife.com/WildlifeViewingGrants within 30 days of that finish.

Once we have the documentation and all is reviewed and approved, a check will be in the mail in about four weeks. One thing to be aware of is that payment for invoices submitted in June and early July can face longer delays because that is when Georgia state agencies close out their budget year.

That's it ... well, almost. We will likely visit your project site during or after the work. We will also be adding your project, with a few of the photos you provide, on the map at <https://georgiawildlife.com/wildlifeviewinggrants>.

- Questions about the program or proposals? Ask Rick Lavender, rick.lavender@dnr.ga.gov, (706) 557.3327.
- Questions about forms or reports? Ask Tammy Ellis, tammy.ellis@dnr.ga.gov, (706) 557.3273.

About Signs, Logos and Program Language

Grant requirements include: Signage and interpretive materials produced as part of a grant and referencing wildlife, habitats and the State Wildlife Action Plan must be submitted for review before production. Recipients also must credit the grant provider and reference the Wildlife Action Plan in signage, materials, media announcements and other education or information outreach describing the project. Note: social posts can tag or link to the agency and plan.

Descriptions

Provider credit: *Project funding provided in part by the Georgia Department of Natural Resources' Wildlife Viewing Grants Program, in accordance with the State Wildlife Action Plan.*

Shorter credit: *Funding provided in part by Georgia DNR's Wildlife Viewing Grants Program, in accordance with the State Wildlife Action Plan.*

State Wildlife Action Plan reference:

Georgia's State Wildlife Action Plan is a comprehensive strategy to conserve native species and the habitats they need before these animals, plants and places become more rare and costly to conserve or restore.

Georgia State Wildlife Action Plan (*the Wild Georgia Conservation Hub*)

<https://ga-state-wildlife-action-plan-gadnrwrld.hub.arcgis.com/>

DNR Wildlife Resources Division logos

<https://dnrintranet.org/Logos#wr>

DNR Wildlife Resources Division social platforms

- Facebook (<https://www.facebook.com/WildlifeResourcesDivisionGADNR>)
- Instagram (<https://www.instagram.com/georgiawildlife>)
- Blog (<https://georgiawildlife.blog>)
- YouTube (<https://www.youtube.com/user/GeorgiaWildlife>)
- LinkedIn (<https://www.linkedin.com/company/department-of-natural-resources-wildlife-resources-division>)