

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 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 us the name, title and number by April 5, 2024. 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. 2, 2024. If your project will not be finished by that date, you can request an extension. However, requests must be made by Nov. 11, 2024. (Email is fine.) 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. 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 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 via the reporting form posted at georgiawildlife.com/WildlifeViewingGrants.

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, 2025, and the report summary provided through georgiawildlife.com/WildlifeViewingGrants 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. 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's 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 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 or reports? Ask Rebecca Rawlins, rebecca.rawlins@dnr.ga.gov, 706.557.3303.