

**1 Disbursements:** Once you have signed and returned your grant agreement, you can begin work and invoice for budgeted activities within the period of performance (after the start date), as needed. Disbursements requests are processed twice a month with the exception of December when requests are processed once at the beginning of the month.

**2 Amendments:** As soon as you are aware of any potential changes to the scope of work in your proposal (outcomes, locations, strategies employed, end date) or a budget change that either a) adds a new item, b) affects the indirect cost rate or rate terms, or c) adjusts amounts between budget categories by more than 10% of the total award, you must submit an on-line amendment request PRIOR to the change.

**3 Logos:** You must contact NFWF prior to ANY and ALL use of logos (presentations, report covers, brochures, posters, websites, etc.) to ensure that you have all of the correct versions of logos and that the use is appropriate. You must request approval for EACH use. Please allow at least five business days for review.

**4 Funding Partners:** The Publicity and Acknowledgement of Support

sections of your grant agreement indicate how you are required to reference your funding partners in grant communications or products. Refer to those sections in your grant agreement or ask your Grants Administrator for additional assistance if you remain unsure.



**5 Need help?** NFWF staff are committed to your success! PLEASE reach out to your Grants Administrator or Program contact if you have any questions, have timely updates or need to discuss adaptation to your project scope of work. Including the last 5 digits of your Easygrants ID in the subject line helps find your information faster!

Additional resources and tutorials for managing your grant are available on the NFWF website at [ADD THE LINK HERE](#).

**6 Photographs:** 5-10 photos are required as part of your grant agreement and are due at the time of final reporting. Preferred photos represent before-and-after images of the project, images of species impacted by the project, and images of staff/volunteers working on the project (jpeg format please!).

**7 Metrics:** You are required to report on the current status of metrics that you listed in the proposal in your interim and final reports.

**8 Final Reports:** Final reports are due 90 days after your grant end date unless otherwise noted (although we are happy to accept them early!). A 10% holdback on the grant amount will be retained until final reports are approved.

**9 Administration Requirements:** Note that NFWF considers a grantee's responsiveness to administration requirements (e.g., reporting deadlines) in future award decisions.

**10 Grant Agreement:** Please read your agreement as there are a lot more requirements you might have missed!