1) How do I get my grant?

After the Conservancy Board approves your grant, we need you to complete an **STD-204 form**. We use the information on this form to set up your grant agreement and create a payment pathway to your organization. Be sure the information you enter on this form exactly match your organization's legal name and mailing address for receiving payments.

Once you have provided the STD-204 form, we will prepare a grant agreement for you to review and sign. To prepare the grant agreement, we also need the name, title, mailing address, phone number and email address of the person who will sign the grant agreement. The grant agreement includes various requirements that come with public funding. Some of the most common requirements are explained in our **Typical Grant Agreement Terms** document. Additional project-specific requirements may also be set by the Conservancy Board and can be included in your grant agreement.

You must review the grant agreement closely. When you sign the grant agreement, you are legally agreeing to meet all the requirements in the agreement. This is your main responsibility as a grantee.

The grant agreement lists three important dates. You should track these closely:

Work Completion Date: last day of work that you can bill to your grant.
Final Request for Disbursement submittal date: due date for your final grant billing.
Grant Termination Date: day your grant legally expires.

If the Conservancy will fund any part of your grant with Federal grant funds the Conservancy has received, you must also complete a **Federal Sub-Awardee Questionnaire**. Your Conservancy Project Manager will let you know if this is the case with your grant.

If you are a non-profit organization, we will also need a copy of your IRS letter that confirms your organization's status as a 501(c)3.