

## 2) When can I start work under my grant?

A signed grant agreement does NOT allow you to start spending your grant. You CANNOT start work under your grant until you receive a written [Notice to Proceed](#) from your Conservancy Project Manager.

To get your Notice to Proceed, you must complete all the “Conditions Precedent to Commencement of Project and Disbursement” listed in your grant agreement and have them approved by your Conservancy Project Manager. “Conditions Precedent” means items you must provide us before any spending can begin under your grant.

All our grants require the following Conditions Precedent:

### **BOARD RESOLUTION**

Your organization must pass a formal resolution, signed by your appropriate authorities, that a) agrees to accept Conservancy grant funds, and b) identifies the positions in your organization who are allowed to negotiate and execute agreements related to the Conservancy grant. This resolution can be passed:

- [before your grant has been awarded](#), or
- [after your grant has been awarded](#).

It is your decision whether you pass this resolution before or after we award your grant. Choose what works for your Board’s schedule and needs.

### **WORK PROGRAM**

The Work Program is a very important roadmap for what you will accomplish with your grant. It must detail the specific tasks, deliverables, project schedule, and a task-level budget for your funded project.

- Our [Work Program Template](#) can help you organize all this information.
- Our [Budget Template](#) can help you build a task-level budget showing how your grant will be spent on the project. You can create this in the excel template and then copy it over into your Work Program.
- Please read our [budget guidelines for non-profit organizations](#) or [budget guidelines for agencies and universities](#) to understand our budget requirements and spending rules.

**Your assigned Conservancy Project Manager is an important resource and will work with you to develop a successful Work Program for your project!** The Work Program exists outside of your grant agreement, so it can be relatively easily amended over time if changes are needed (see Chapter 5: What if I need to make changes?).

## **INSURANCE DOCUMENTATION**

Your grant agreement specifies types and levels of insurance your organization must carry while spending your Conservancy grant. To ensure these insurance requirements are being met, we require copies of your organization's [insurance policy certificate](#) that: a) show the required types and levels of insurance, b) lists the Coastal Conservancy as an "Additional Insured", and c) references your Coastal Conservancy grant agreement number. Your insurance agent should be able to provide these certificates to you.

In addition to these universal conditions, your grant agreement may require additional Conditions Precedent based on project type or specific circumstances of your project. Below are the additional Conditions Precedent typically required for construction and acquisition projects.

## **CONSTRUCTION PROJECT DOCUMENTATION**

"Construction" projects include any project where something will be built, removed, restored, planted, or will otherwise physically alter the environment. You will need to provide evidence that all permits and approvals required to implement the project have been obtained. Typically, this is done by simply emailing us a copy of the relevant permits.

If your project will take place on land you do not directly own, you will also be required to provide evidence that you have written agreements with the landowner sufficient to enable you to implement, operate, and maintain the project. These agreements are required by Section 31116(d) of the Public Resources Code and are often referred to as a [31116\(d\) agreement](#).

In addition, a grant for a construction project may require compliance with [Prevailing Wage rules](#), Performance and Payment Bonds, or other types of documentation.

If your construction project grant is for a wetland or riparian restoration project, you may need to complete certain types of project monitoring. One type of monitoring we commonly require is called a California Rapid Assessment Method (CRAM) habitat assessment (see Chapter 7: What else will help make my project a great success?)

## **ACQUISITION PROJECT DOCUMENTATION**

If your grant is for acquisition of property (either in fee or an easement), you will need to submit numerous documents to us for review and approve before proceeding with the property purchase. Our [Acquisition Checklist](#) identifies and explains the types of documents we typically need to review. Your project manager will work with you to identify any necessary additional documents for your acquisition project.

