

3) How do I get paid?

To get paid, you must bill the Conservancy using our [Request for Disbursement Form](#) (also available in [Excel format](#)). Detailed [Request for Disbursement Form Instructions](#) explain how to complete the RFD form, backup documentation requirements, and how to submit your invoice package. If your approved grant budget includes project-related travel costs, the [Travel Reimbursement Guidance](#) details specific rules and rates for billing those expenses.

Each invoice package must include a [Progress Report](#) that describes work completed and/or issues that arose during the billing period. If you have an Explore the Coast grant, please use the [Explore the Coast Progress Report Template](#).

Be aware that for most of our grants, we will withhold 5% of each billing and will pay you that money at the end of the project when you have completed all of the grant close-out steps (See Chapter 6. How do I wrap up my grant?). This 5% is referred to as the “Withholding”.

For most grants, you should bill us at least quarterly, and no more frequently than monthly. Email your Request for Disbursement Form, backup documentation, and a progress report to invoices@scc.ca.gov and also mail a hard copy of these documents to:

Attn: Contracts
 State Coastal Conservancy
 1515 Clay Street, 10th Floor
 Oakland, CA 94612

Once your invoice is received and reviewed by us, we will route it to you for signature via DocuSign, an e-signature platform. You do not need to download any software to be able to sign via DocuSign. It typically takes at least three weeks after we approve your invoice for the State Controller to pay you.

An [invoice tracking spreadsheet](#) that shows each of your submitted invoices can be a helpful internal project management tool over the lifetime of your grant.

