[Note: Instructions for completing the work program template are shown within brackets in orange text. These instructions are to help explain the different parts of the work program, their purpose, and tell you what to fill in. The orange text can be deleted once the work program has been drafted. Please keep all black text as-is.]

# WORK PROGRAM

[Context for the Work Program: The Work Program is a very important roadmap for what you will accomplish with your grant. It details the specific tasks, deliverables, project schedule, and a task-level budget for your funded project. This work program is important when you are billing to your grant; you will use all the tasks and the task-level budget in your invoices.]

## Grantee Name [FILL IN]

## Project Name [FILL IN]

## Conservancy Grant Agreement # [FILL IN]

## Today’s date [FILL IN]

## PROJECT DESCRIPTION

 [Describe your program, number of participants served, where they are from, and what program activities you will do. This should be 1-2 paragraphs. You may use language from questions #1 and #2 in your ETC application. Details should match the scope of work in the grant agreement.]

## SCOPE OF WORK

### Task 1 Project Management

The Grantee will coordinate with Conservancy Project Manager to keep him/her informed about the status of the project. Grantee will be responsible managing the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, Grantee will submit subcontractor qualifications to perform specified tasks for the review and approval of the Conservancy Project Manager. In the progress reports, the Grantee shall document all subcontractor activities, deliverables completed, progress, issues and proposed resolutions.

**Task Deliverable(s):** progress reports, invoices, and subcontract documentation

[Deliverables are products, not actions, that can be emailed to your project manager to demonstrate that you are meeting project milestones. For Task 1 Project Management, please keep the deliverables written in black text. For Tasks 2 and 3, you may choose what deliverables you will submit to your Conservancy Project Manager.]

### Task 2 Project Preparation

[This task describes the preparation of your program. It can include staff training, recruitment, etc. Use subtasks if necessary.]

**Task Deliverable(s):**

[For project preparation, deliverables can be fliers, social media posts, draft and/or final copies of curriculum plans, outreach plans, etc.]

### Task 3 Project Implementation

[This task is generally the implementation of your project. Describe the work that will be completed for this task. Use subtasks if necessary.]

**Task Deliverable(s):**

[For project implementation, deliverables can be photos of events, screenshots of social media posts from events, post-trip surveys, etc.]

## SCHEDULE

Work Completion Date: [use date in Grant Agreement]

Final Request for Disbursement and Final Progress Report: [use date in Grant Agreement]

Grant Termination Date: [use date in Grant Agreement]

The Grantee will submit project deliverables as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform their Conservancy Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

[The table below is a summary of the information above. The task title and deliverables should be copied and pasted from above.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Deliverable** | **Estimated Start Date** | **Estimated Completion Date** |
| 1 | Project Management | Progress reports, invoices, and subcontract documentation  | Not Applicable | Monthly throughout the contract term |
| 2 | Project Preparation | [paste deliverable(s) from text above] |  |  |
| 3 | Project Implementation | [paste deliverable(s) from text above] |  |  |

[The table below is your budget, separated by task. The task title and Conservancy grant amount in the budget table should match what you submit with your invoice. See below the summary of example charges that could be associated with each task.

Task 1. Project Management: staff time spent on meetings with your Conservancy Project Manager, preparing invoices, writing progress reports, etc.

Task 2. Project Preparation: staff time for preparing for the program, searching for subcontractors, outreach, etc., and material costs such as printing flyers.

Task 3. Project Implementation: transportation, materials for the trips, cost for subcontractors, etc.

Fiscal Sponsor Fee: if your organization will use a fiscal sponsor, the fiscal sponsor fee should be included in the budget as a direct cost. It should be shown as a separate line in the budget table.

Indirect Costs: Indirect costs are the costs that are generally spread across multiple grants, such as electricity, rent, etc. **See** [**ETC Allowable Costs document**](https://scc.ca.gov/webmaster/ftp/pdf/forms/ETCAllowableCosts.pdf) **for more information.**]

## BUDGET OVERVIEW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Conservancy Grant** | **Other Funding** | **Total Budget** |
| 1 | Project Management | $0 | $0 | $0 |
| 2 | Project Preparation | $0 | $0 | $0 |
| 3 | Project Implementation | $0 | $0 | $0 |
|  | Fiscal Sponsor Fee (delete row if not applicable) | $0 | $0 | $0 |
|  | Indirect Costs (**XX**%) | $0 | $0 | $0 |
| TOTAL |  | $0 | $0 | $0 |

## BUDGET DETAIL

**[See** [**Conservancy Budget Guidelines for nonprofit organizations here**](https://scc.ca.gov/webmaster/ftp/pdf/forms/budgetguidelinesnonprofit.pdf)**]**

**Please refer to** [**ETC Allowable Costs** **document.**](https://scc.ca.gov/webmaster/ftp/pdf/forms/ETCAllowableCosts.pdf)**]**

### A) Grantee Expenditures

**1) Direct Expenditures – materials, equipment, mileage, etc.**

[List the types (not amounts) of direct costs other than staff time (labor) that will be billed.

* Direct costs will be billed at cost up to the maximum budget amount.
* You must keep all receipts for items purchased and submit them with your invoices.
* Briefly explain here why these direct costs are needed for the project.
* For example: printing flyers boogie boards, sunscreen, and food will be purchased to ensure the success of the project and to ensure participant enjoyment and engagement at the coast.

Generally, we will only pay for materials and equipment that are specific to the project and will last just for the grant period. However, sometimes we will pay for equipment whose useful life extends beyond the project. In this case, either the equipment must be given to us (which we don’t want) or the grantee must commit to using the equipment for similar purposes.

* **Please refer to** [**ETC Allowable Costs** **document**](https://scc.ca.gov/webmaster/ftp/pdf/forms/ETCAllowableCosts.pdf) **for more information**. **Please talk to your Conservancy Project Manager about these costs before you purchase the equipment**.
* If your Conservancy Project Manager approves of these items, insert and complete the language below into the direct costs section of the work program to show this commitment:

After this grant, [the equipment] will be retained by [the grantee] for [briefly describe future use].

**Travel Costs:**

[You have multiple ways to get reimbursed for travel costs. Please select the phrase that best suits the needs of your project.]

* Travel costs for the grantee, subcontractors, and/or participants will be reimbursed at the state mileage rate (found [**at this link**](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx)). Grantee will provide a mileage schedule as back up with the to/from locations, date, and mileage.
* Grantee will rent a car/van and provide a receipt of rental + gas for reimbursement.
* Grantee will use their organization’s car/van and will charge a daily rate (note: this must be less than the cost of renting a car/van) + gas for reimbursement.

### 2) Staff time/Labor

[List the job title and description of work for staff.

* Do not include hourly rates or estimated hours in the Work Program.
	+ Note: grantee staff time can only be reimbursed at rates reflecting actual compensation. Therefore, the rate can include salary and all fringe benefits that employee receives (paid leave, medical insurance, 401K contribution, etc.). The Conservancy cannot pay for benefits or leave. Those items should be included in the fringe. Grantees cannot bill us for leave hours.
	+ Grantees need some form of timekeeping to track staff time spent on the grant and a system to calculate actual compensation.

Overtime billed to the project must be essential to completion of the project. Grantee shall justify the need for overtime and SCC shall approve any overtime labor in advance of grantee incurring overtime charges.]

### 3) Indirect Costs

[The Conservancy limits overhead recovery to a maximum of 20% of a grant’s direct costs. The indirect cost rate charged on labor can exceed 20%, as long as the total indirect costs are no more than 20% of the total cost of the grant. For example, $20,000 of a $100,000 grant equals 20% of the total grant but would be billed at a rate of 25% ($80,000 direct costs at 25% = $20,000 indirect costs).

* Grantees that wish to charge overhead to a Conservancy grant must be able to document the appropriateness of these charges in the case that their organization is audited.
* Appropriate calculation of a grantee’s indirect cost rate is subject to review by the State Auditor, and Grantee may be required to partially repay indirect costs if the indirect cost rate cannot be justified to the Auditor’s satisfaction.]

Indirect costs will be billed at a rate of **XX**% which equals **XX**% of total grant cost.

### B) Subcontractors

[Subcontractors may be hired to help you to achieve your project’s goals. A subcontractor provides a service while a “vendor” provides a product for your project. For example, you may rent sailboats from a vendor, so they would *not* be included here, but if you hire a sailing company to rent sailboats and instruct your participants how to sail, they would be a subcontractor and should be included in this section. If you are using a transportation service, such as a bus company, treat them as a vendor and do not include them as a subcontractor.

Before you hire your subcontractor, please include their website link, a summary of what their role in your program is, and deliverables.

* The deliverable can be subcontractor receipts.
* Honorariums given would be considered a subcontractor expenditure.
* Your Project Manager’s approval of the work program includes approval of the subcontractors that you listed. Other subcontractors can be added and approved by email or by updating the work program.

Example subcontractor role, tasks, and deliverable:

Westwind Sailing: Company offers sailboat rentals and lessons in Dana Point Harbor at a reasonable rate. Link to subcontractor website: <https://westwindsailing.com/>

Deliverable: Subcontractor invoice.]

## PLAN FOR ACKNOWLEDGMENT

[Provide a description of how you’ll acknowledge Conservancy funding.

Here are ideas for how to acknowledge Conservancy funding for your ETC grant:

* Newsletters that say the Conservancy is a funder and include our logo.
* Videos that say, “this project was made possible by the Conservancy.”
* Saying in a social media post that the Conservancy is a funder for this project. Please tag us in social media posts!
* Adding the Conservancy logo to materials printed for the project, such as promotional fliers.
* Adding the Conservancy logo to shirts used for this project.

**Please use the linked** [**Acknowledgement Plan**](https://scc.ca.gov/webmaster/ftp/pdf/forms/signageandacknowledgement.pdf) **and** [**Logo Use**](https://scc.ca.gov/webmaster/ftp/pdf/forms/logoguidance.pdf) **guidelines.**

**Photo Release:** We encourage grantees to share photographs and other media demonstrating the benefits of Conservancy grants with us. Please note that unless otherwise stated, photographs and other media (including photographs of children and other vulnerable populations) shared with the Conservancy may be used for publicity and education by the Conservancy. Grantees should consider issues of copyright, consent, and privacy before sharing media with the Conservancy.]