



Advance Payment Guide

Advance Payments Overview





What is an Advance Payment Request?

- An advance payment request is different from a standard payment request. Advances are payments made to grantee organizations up-front before expenses have been incurred.
- Advance payment must be limited to the minimum amount needed, and be timed to be in accordance with actual, immediate cash requirements.

ADVANCE PAYMENT ELIGIBILITY

NFWF operates primarily on a reimbursement-only basis. Advances are evaluated on a case-by-case basis, and not all projects are eligible for an advance.

Advance payment eligibility is determined by a project's funding source and the organization's financial situation. Not all funding sources allow advances, and advances may not be feasible under certain funding source terms.

To find out whether your funding source allows advances or to ask for the advance payment terms, please reach out to your GA.



The Advance Payment Process



REQUESTING AN ADVANCE

To request an advance, please reach out to your GA.

Include **the timing of the advance**. Ensure that the proposed timeline is administratively feasible. Advances operate on short timelines, but consider the period needed for review, approval, and release of payment.

An explanation of why the funds are needed in advance.

Please be clear and thorough in your explanation. This is the information your GA will use to seek approval to open the Advance Payment Request task.

An explanation of which budget items the funds will be spent on, including the amounts per budget line. Please provide specific amounts. Providing precise information may prevent delays in reviewing your request and will increase the likelihood of the request being approved.

The time it will take for every budget line to be expended. This will help to solidify the advance timeline and will demonstrate the procedures in place to ensure funds are disbursed within the period determined by your funding source.





Grantees and subgrantees must also comply with the following requirements:

Advanced funds must be disbursed by the grantee organization within a specific period determined by the funding source. Both grantees and subgrantees (if applicable) must **maintain written procedures** that minimize the time elapsing between the transfer of funds from NFWF, and disbursement by the grantee organization and any subgrantees.

Grantees and subgrantees must also **maintain appropriate financial management systems** that meet the needs and standards for fund control and accountability, as established in the award agreement.

Advance payments must **follow the Uniform Guidance**.

Note that **funding source terms trickle down to subgrantees**. All advance requirements also apply to subgrantees.



AFTER AN ADVANCE HAS BEEN REQUESTED

Your GA will use the information outlined above to request approval to open the Advance Payment Request Task.

If the request is approved, the task will be opened in Easygrants. It will be automatically assigned to the project's primary contact. If you would like the task reassigned to a different grant contact, please let your GA know.

Please note that the Advance Payment Request task will not be opened if there is an Advance Reconciliation task open. This is to ensure that previous advances have been completed before a new advance is started.

COMPLETING THE ADVANCE PAYMENT REQUEST TASK

There are three sections in the advance payment request task. They are:

1.
CERTIFICATION

2. MATCH
EXPENDED

3. UPLOADS



CERTIFICATION

In the “Certification” section, please read the certification statement. Check the “I Agree” box, then click “Save and Continue”.

MATCH EXPENDED

In the “Match Expended” section, please enter the total amount of federal and/or non-federal match spent to date. If one or both of these match types are not applicable to your grant, please respond “n/a” in the appropriate boxes. You may use the “Notes” section to provide any information regarding match sources or expenses. Click “Save and Continue”.

UPLOADS

In the “Uploads” section, please download the Payment Request Form template . **Advances use a different Payment Request Form template compared to standard reimbursement requests.** Please ensure you are using the correct Payment Request Form version by downloading this template, and do not use the standard Payment Request Form template.



Payment Request Form

Please complete this payment request form and upload it to the Submit Payment Request task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

Basic Payment Information (questions 1-8 are required for all payment requests)	
1. Project Title (From Agreement): Click here to enter project title.	
2. NFWF ID Number: Click here to enter Easygrants ID Number.	
3. Payee Organization (If Payee Organization is a third party, please contact your grant administrator): Click here to enter Organization Name.	
4. Total Advance Amount Requested: Click here to enter amount requested.	
5. Final Payment?: Choose an item.	
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.	
6B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.	
7B. If "Yes", please provide an explanation of the development and potential impacts: Click here to enter text.	
8A. Anticipated Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.	
8B. Advance payment must be limited to the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by NFWF Subrecipient. NFWF Subrecipient must maintain both 1) written procedures that minimize the time elapsing between the transfer of funds and disbursement and 2) appropriate financial management systems that meet the needs and standards for fund control and accountability established in the applicable Agreement. Please provide an explanation for why funds are needed in advance and which budget items the funds will be spent on: Click here to enter text.	
Expenditure Information	
9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

THE ADVANCE PAYMENT REQUEST FORM

ITEM 1:

"Project Title (From Agreement)" must exactly match the project title in the award agreement.

ITEM 2:

"NFWF ID Number" must exactly match the NFWF Proposal ID in the award agreement. This is your five-digit Easygrants ID number.

ITEM 3:

"Payee Organization" must exactly match the NFWF Subrecipient in the award agreement. The payee organization is the same as the grantee organization.

ITEM 4:

Enter the total amount of advanced funds you require. This amount must be specific and limited to actual, immediate need.





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4. Total Advance Amount Requested: Click here to enter amount requested.
5. Final Payment?: Choose an item.
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.
6B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.
7B. If "Yes", please provide an explanation of the development and potential impacts: Click here to enter text.
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Expenditure Information

9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.

I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

ITEM 5:

Indicate whether this is your project's final payment.

ITEMS 6A & 6B:

These lines refer to advance payments. If there are remaining funds from a previous disbursement, specify the amount and expected timeline of expenditure.

ITEMS 7A & 7B:

Describe any developments that significantly impact the project, especially those that may require an amendment. Please contact your GA if you believe an amendment may be necessary.

ITEMS 8A & 8B:

Provide all the requested information. Describe precisely how the requested funds will be spent, including amounts. Describe why an advance is needed, and how your organization is equipped to handle an advance.



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2. NFWF ID Number: Click here to enter Easygrants ID Number.	
3. Payee Organization (If Payee Organization is a third party, please contact your grant administrator): Click here to enter Organization Name.	
4. Total Advance Amount Requested: Click here to enter amount requested.	
5. Final Payment?: Choose an item.	
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.	
6B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.	
7B. If "Yes", please provide an explanation of the development and potential impacts: Click here to enter text.	
8A. Anticipated Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.	
8B. Advance payment must be limited to the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by NFWF Subrecipient. NFWF Subrecipient must maintain both 1) written procedures that minimize the time elapsing between the transfer of funds and disbursement and 2) appropriate financial management systems that meet the needs and standards for fund control and accountability established in the applicable Agreement. Please provide an explanation for why funds are needed in advance and which budget items the funds will be spent on: Click here to enter text.	
Expenditure Information	
9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

ITEM 9:

Fill out line 9 if your project does not have a budget in Easygrants.

SIGNATURE:

Sign the form. Please accompany your signature with your position title. This is necessary to ensure the individual submitting the form has the authority to do so.

SIGNATURE DATE:

Date the form. This date may not be in the future or after the submission date. Please update the date with each resubmission. In most cases, NFWF will not accept signature dates older than 30 dates.

TIP: SAVE THIS FORM SO IT MAY BE REFERENCED WHILE COMPLETING THE ADVANCE RECONCILIATION TASK.



AFTER THE ADVANCE REQUEST HAS BEEN SUBMITTED

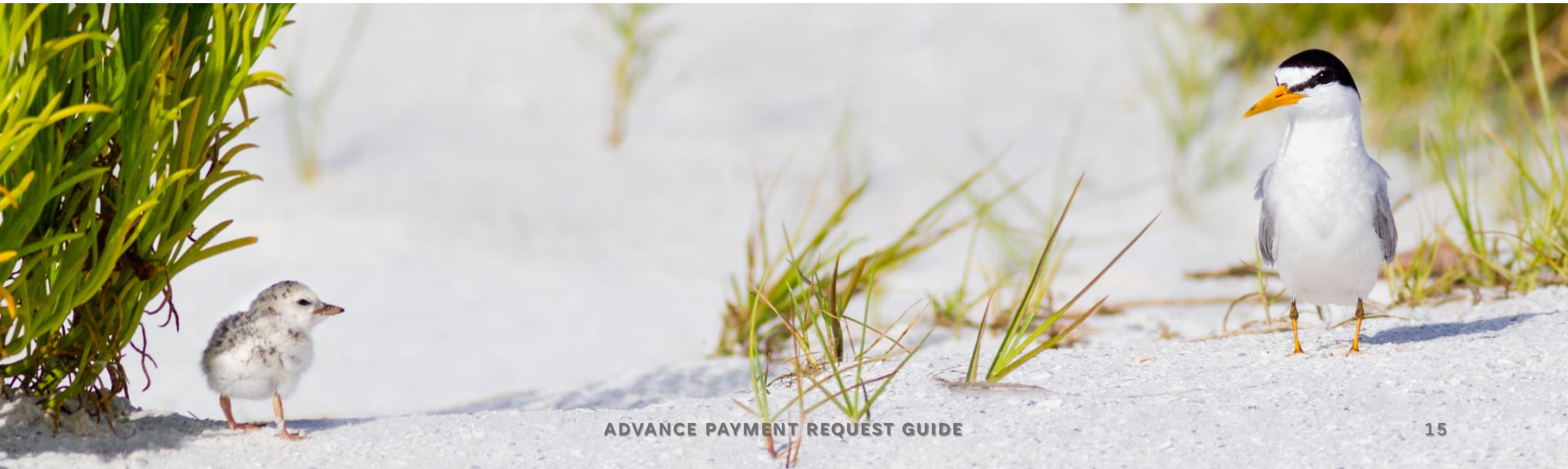
NFWF will review the request internally. Your GA will send the task back for revisions if necessary.

After the request is approved, funds will be disbursed.

An Advance Reconciliation task will be opened for you in Easygrants.



Advance Reconciliation





WHAT IS AN ADVANCE RECONCILIATION?

The Advance Reconciliation task is similar to the standard Reimbursement Request task. It allows grantees to update their expenditure details, and essentially creates a record of how the advanced funds were spent. The Advance Reconciliation is due on the Anticipated Period of Expenditure end date.

COMPLETING THE ADVANCE RECONCILIATION TASK

THE PARTS OF THE TASK:

There are four sections in the Advance Reconciliation task. They are:

1. Certification
2. Uploads
3. Expenditure Details
4. Match Expended

CERTIFICATION AND MATCH


The Certification and Match Expended sections are completed the same as in the Advance Payment Request task.

EXPENDITURE DETAILS

The Expenditure Details section is completed the same as in a standard reimbursement request. Please see our Payment Request Guide for further details.



THE ADVANCE RECONCILIATION DETAILS FORM



Advance Reconciliation Details

Please complete this form and upload it to the Advance Reconciliation task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

Basic Payment Information (questions 1-6 are required for all payment requests)	
1. Project Title (From Agreement): Click here to enter project title.	
2. NFWF ID Number: Click here to enter Easygrants ID Number.	
3. Organization: Click here to enter Organization Name.	
4. Most Recent Advanced Payment Received: \$ Click here to enter amount requested.	
5A. Do you have funds remaining from the advanced payments you have received for this project?: Choose an item.	
5B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
6A. Were advanced funds used according to the description you provided on question 8B of the Advance Request Form?: Choose an item.	
6B. If "No", please provide an explanation for why funds were not used as outlined in your original request: Click here to enter text.	

Expenditure Information	
7. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	

I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.
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ITEMS 1, 2, & 3:

Complete these lines as you did when completing the Advance Payment Request Form.


ITEM 4:

The "Most Recent Advanced Payment Received" is the advance total and should be the same as on the Advance Payment Request Form.

ITEM 5A:

If there are unspent funds remaining from this advanced payment, please respond "yes". If the full advance was used, respond "no".

THE ADVANCE RECONCILIATION DETAILS FORM

 Advance Reconciliation Details	
<i>Please complete this form and upload it to the Advance Reconciliation task in Easygrants. If you have any issues completing this form, please contact your grant administrator.</i>	
Basic Payment Information (questions 1-6 are required for all payment requests)	
1. Project Title (From Agreement): Click here to enter project title.	
2. NFWF ID Number: Click here to enter Easygrants ID Number.	
3. Organization: Click here to enter Organization Name.	
4. Most Recent Advanced Payment Received: \$ Click here to enter amount requested.	
5A. Do you have funds remaining from the advanced payments you have received for this project?: Choose an item.	
5B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
6A. Were advanced funds used according to the description you provided on question 8B of the Advance Request Form?: Choose an item.	
6B. If "No", please provide an explanation for why funds were not used as outlined in your original request: Click here to enter text.	
Expenditure Information	
7. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

ITEM 5B:

Unspent advanced funds may not be retained. If there are funds remaining, please provide an explanation in the box. Your GA will reach out with next steps as applicable.

ITEMS 6A & 6B:

Please review the Advance Request Form. If actual spending differed from your spending plan, please explain how and why it differed.

ITEM 7, SIGNATURE, & SIGNATURE DATE:

Fill out line 7 if your project does not have a budget in Easygrants. Sign and date the form as you did when completing the Advance Payment Request Form.

Advance Payments for Easement Acquisition





WHAT IS AN EASEMENT?

A conservation easement is a legal agreement between the landowner and another qualified organization which restricts land usage in a priority area to preserve that area's ecological value.

PLEASE NOTE:

Language will be included in the grant agreement for projects funding easement acquisition.

If you are unsure whether easements are allowable according to your funding source, please reach out to your GA.



PHOTO CREDIT: JACK JEFFREY

ESCROW PAYMENTS

Advances for easement acquisition are processed much the same as advances for other purposes.

However, **please let your GA know whether payment should be sent to an escrow rather than the grantee organization.**

If payment is being sent to an escrow organization, please list the escrow's name in item 3 of the Payment Request Form.

Also provide 1) documentation from the title company that supports the amount being requested for the acquisition, and 2) the appropriate wire transfer instructions.

Annual Financial Reports



EXPLANATION OF UNSPENT ADVANCED FUNDS

Annual Financial Reports are composed of two sections, the “Annual Financial Report” section, and the “Uploads” section. In the “Annual Financial Report” tab, there is a prompt titled “Explanation of Unspent Advanced Funds”. This item refers to advance payments.

For projects that have previously received advanced funding but have funds left over from that advance, we require that an explanation be provided in the box.

For projects that have previously received advanced funding but have no funds left over from that advance, please respond “n/a” in the box.

If no advance payments have been processed for your project, please respond “n/a” in the box.

