

# Processing a Grant

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So, you are about to receive a grant from BWSR. Now what? Regardless of funding source, the primary steps to process the grant agreement are as follows:

1. Funding decisions for grant allocations are made by the [BWSR Board](#), typically in June and December of each year. This schedule can vary. Notifications to grantees of grant awards occur as soon as possible after BWSR Board decisions.
2. Notification of a grant award will be in the form of an automated notification from the BWSR eLINK system or an email from BWSR Grants staff to the grantee. Notifications are sent to the Day-to-Day Contact identified by the organization within the eLINK system. This notification includes instructions for further processing of the grant agreement and may also contain grant-specific information such as requirements for completing work plans, disbursement terms, or additional required documentation for processing the grant. Read these instructions carefully as requirements can vary by grant and fiscal year. Delay in completing these additional requirements will delay processing of the grant.
3. Once the grant agreement has been completed and signed by the grantee, the signed document is returned to St. Paul for processing either via the US Mail, attn. Kari Keating, 520 Lafayette Road North, St. Paul, MN 55155, or as an email attachment sent to [BWSR.grants@state.mn.us](mailto:BWSR.grants@state.mn.us). Either a hard copy or electronic signature is acceptable; please do not send both.
4. Grant agreements cannot be executed and funds cannot be released by BWSR until all grant-specific requirements have been completed. Grant agreements are considered to be executed when they have been signed by the grantee and BWSR. Electronic copies of executed agreements are available in eLINK once processed. BWSR policy allows grants to be withheld if the grantee is past due on progress reports for other State grants or non-compliant with other BWSR policies and requirements.
5. Funds are generally released through electronic fund transfer to the grantee or fiscal agent of the grantee.
6. The grantee must not begin work under the grant agreement and no grant or match funds may be incurred or expended until the agreement is fully executed and the grantee has been notified by BWSR to begin work. The grantee is liable for any commitments incurred outside the grant period.
7. Periodic and final reporting on activities accomplished with grant funds is required. Specific requirements are identified in the grant agreement and additional policies and guidance are available in the Report section of the BWSR Grants Manual.
8. Funds unspent at the end of the grant period must be returned to BWSR in the timeframe specified in the executed grant agreement, using the "Return Funds" form. This form can be produced by eLINK when submitting the final report.
9. All grant recipients must be prepared for review of grant activities throughout and after the grant period. Contract documents, receipts, and landowner obligation records must be made available upon request.

Questions regarding processing of grant agreements should be directed to your [Board Conservationist](#). Issues of noncompliance with the terms of the grant agreement will be addressed through the Board Conservationist. Penalties associated with noncompliance will be determined by the BWSR Board.