

### Project Advance

1. Submit the Funding Terms and Conditions Follow Up in the grant management system.
2. Any missing supporting documents, including cost quotes and verification of the other funding sources must be uploaded into this Follow Up.
3. If your project was approved with conditions submit confirmation that the conditions have been satisfied. If your project has been partially approved, please submit confirmation that you are able to continue with your project as outlined in your proposal.
4. If your project has started and you would like to request a 50% advance, you can do so in this Follow Up.
5. This Follow Up needs to be e-signed and submitted by an authorized signor. If that isn't you, please add them as a Collaborator on your request. For a tutorial, visit <https://support.foundant.com/hc/en-us/articles/4523887747223>

### Project Reimbursements

1. Submit a Claim Follow Up in the grant management system.
2. Project reimbursements will be done in alignment with the approved project budget.
3. Any advances received will be deducted from subsequent draws.
4. Receipts or invoices and payment confirmations (e.g. cheque stub, screenshot of e-transfer, vendor statement) are required for the Gwaii Trust funded activities. These documents can be uploaded into the Follow Up individually or as compiled PDF packets.
5. Please number your receipts and use the Gwaii Trust Claim Form (found at <https://gwaiitrust.com/grants/project-forms/>) or create your own excel worksheet.
6. If you are submitting payroll journal reports, please attach copies of cheques or cheque stubs with timesheets (proof of payment).
7. All projects are subject to a 20% holdback which will only be released upon project completion.

### Final Reimbursement

1. Submit a Claim Follow Up and a Final Evaluation Follow Up in the grant management system.
2. Upload your final claim form and any outstanding invoices/receipts and payment confirmations for Gwaii Trust funded activities to the Claim Follow Up.
3. You will also need to provide a budget to actual spreadsheet (found at <https://gwaiitrust.com/grants/project-forms/>) that compares your approved project budget to the actual amount of money spent.
4. Confirm the completion of your project and achievement of all deliverables outlined in your application.
5. Complete the Final Evaluation Follow Up and submit four photos of the project.

**Note:** Projects that have exceeded their maximum project length (one year from the decision date for all grants except for Major Contributions, which has a two-year completion window), and/or no longer meet Board approval criteria, are at risk of being decommitted, with any remaining funds reverting to the Gwaii Trust. If your project changes or you require an extension, please contact your project officer as soon as possible.

If you require additional assistance, please contact your project officer