

**SIERRA NEVADA CONSERVANCY ADVANCE REQUEST INSTRUCTIONS
PROPOSITION 84 GRANT PROGRAMS**

Before completing the form, contact your project lead to find out the amount available to you in the form of an advance. You must receive an available advance request dollar amount before filling out the request form.

As noted in the agreement and on the Advance Request form, an initial advance request is limited to *no more* than fifty percent (50%) of the available grant funds, assuming that the funds requested are still available. Multiple advances may be authorized but in no case will advances be approved for more than ninety percent (90%) of the total grant award. Subsequent advance requests may not be submitted sooner than thirty (30) days prior to fully expending all previously approved advances.

All advance funds must be placed in a separate interest bearing account in accordance with the project costs section in your grant agreement. Interest earned must be reported on each RFP submission.

Advances will be repaid by applying ninety percent (90%) of each invoice submitted after the advance is awarded to reduce the balance of the advance until it is paid in full. The remaining ten percent (10%) of each invoice will be retained pursuant to the requirements set forth in the grant agreement. The final reimbursement invoice for an open advance must be received prior to the release of any new advance payments, release of the ten percent (10%) retention, or payment of the final invoice.

To request an advance, contact your SNC project lead and complete the Proposition 84 Grant Program [Advance Request form](#) and follow these steps:

1. Contact your project lead to receive the advance amount available for your project.
2. Complete the information fields at the top of the form.
3. Complete the budget line item section of your advance request form. (Note: All columns will total automatically for you.)
 - a. **Section 1) Line item categories per Exhibit A:** Enter each of the line item categories listed in the Exhibit A "Project Budget Categories" section of your grant agreement.
 - b. **Section 2) Budgeted Expenses:** Enter total dollars budgeted for each line item expenses detailed in Exhibit A "SNC Funds" section of your grant agreement.
 - c. **Section 3) Project Expenses Invoiced to Date:** Enter the total amount of expenses invoiced on your project to date using details from Column 4 (Year to Date (YTD) Expenses) from the most recent invoice you submitted to the SNC for payment. Enter 0 if you have never requested an advance or submitted an invoice.
 - d. **Section 5) Advance Amount Requested:** Enter the total number of dollars you are requesting- broken down into the specific dollar amounts you need from each of your *approved budget line items* from the Exhibit A of your grant agreement. **The amount total must equal the amount authorized by your project lead.** *Note: All line item amounts must stay within original line item budgets as authorized in your grant agreement and you will be required to report actual expenses against each line item.*
 - e. **Section 7) Previous Advance Authorized:** If you have received a previous Advance, enter the total approved amount received into this field.
 - f. **Section 8) Amount Requested in THIS Advance:** Enter the total dollar amount you want to receive from this advance request. Confirm that your request matched the amount shown in Column 5 of this form.

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4. Complete all fields and “compelling need for advance” narrative.
5. Sign and mail to:

Sierra Nevada Conservancy
Grants Administration
11521 Blocker Drive, Suite 205
Auburn, CA 95603

If you have questions, please contact your project lead or call the SNC Grants Administration at (530) 823-4670 or toll free at (877) 257-1212.