

READ THESE INSTRUCTIONS CAREFULLY AND CONTINUE TO REFER TO THEM THROUGHOUT THE YEAR

You, as the grantee, are responsible for keeping and adhering to these instructions, especially at the end of the year when you will be invoicing us and completing all the other paperwork, especially the DEMOGRAPHIC FORM AND FINAL REPORT!

Please provide a copy of this to the person who will be preparing invoices (this is also in your folder), if it is not you, as well as any other materials in the folder that they may need to correctly prepare the invoicing package. This folder with all the Procedures and Instructions is mailed to the person whose name is on the grant; this is often not the person who will be processing the grant invoices.

CHECK LIST OF PROCEDURES FOR DNR/ARE Trout in the Classroom GRANTS

Action	Timing	Instructions
Sign and Return TIC Equipment Letter that you received in your folder.	Immediately (payments will not be issued without letter on file).	Return to: Christine Hintz MD/DNR 580 Taylor Ave. Tawes Bldg. E-2 Annapolis, MD 21401
DNR purchases TIC new or replacement kits as specified in grant request and listed in grant budget. DNR has this shipped to school. School purchases tanks if part of grant budget.	From September-November, depending on timing of grant	Set up equipment and contact Trout Unlimited with problems or questions.
Purchase other supplies when needed as specified in grant budget section	During school year	Keep all invoices for invoicing DNR. We must have receipts with actual prices paid. NOTE: DNR does not pay tax on purchases.
Complete and submit Demographic Form	During the school year or at time of Invoice #2 at closeout. <i>Must be submitted in order to receive payment.</i> NOTE →	<u>Demographic Forms should reflect the number of students that the TIC program reached</u> , not just the number that went to the release.
Set up release date early enough so that bus and sub invoices come in in time for invoicing DNR	To be decided by individual school	DNR only accepts actual bus invoices, not bus requests or quotes. These are often late in coming and sometimes go to county. Sub requests must have

		actual price paid on the request.
Begin invoicing process	Invoice #1 can come anytime you have spent enough to warrant being reimbursed. Invoice #2 is usually at the close with bus and sub costs in that invoice. First batch of receipts can be sent with Invoice #1. No tax paid. Highlight all expenses. If we need to guess, it will delay payment.	DNR's Fiscal Year ends June 30 th . All invoicing, Final Report, and Demographic Form <u>must be received by third week of June.</u>
Submit Invoice #2 WITH Final Report (see other side for instructions/next page) and Demographic Form, if not yet submitted.	2 nd week of June or no later than 15 days after your grant end date. Grant end date is on your application and for most TIC teachers is May 31 st .	See SAMPLE INVOICE enclosed. Include all receipts <u>with expenses highlighted.</u> Ensure that the receipt total matches the invoice total. 10% over the grant total is allowed, if necessary.
NOTE: Email or call Chris Hintz with any questions during this process. It is sometimes a good idea to email me everything first so I can check it.	During invoicing process. Chris: Christine.hintz@maryland.gov 410-260-8809	All invoices must have a live signature, i.e., they must be mailed! We will not accept faxes or emails of invoices, but OK for faxes or emails of receipts, Final Reports, etc.
Final Report	With your invoice. Invoices will not be submitted for payment without the Final Report having been submitted.	No longer than one page and should include what went well, what you might change, and what you think your students got out of the project. Please include any Service Learning hours and number of parents and other teachers involved. Pictures and newspaper articles about your TIC project are encouraged.

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Frequently Asked Questions:

1. Does DNR pay the bus company directly?
No, the school pays for this and DNR reimburses the school on all costs—subs, buses, etc.
2. What if the school office or the County office is preparing the package and sending the invoice?
If this is the case, please make sure that the person doing the invoicing has ALL the instructions. Any need to redo invoices causes delays in everybody's schedule, including yours in receiving payment. The invoice must still be signed by the principal.
3. What if I do not have the bus or sub receipt? Where do I get this?
Every school keeps track of their sub requests and payments (remember, we cannot accept sub requests; it must show what was paid). Please track these things down early. There are times when you might need to call the bus company for the invoice if your release date was late in May, which they usually will prepare for you on request. Sometimes the invoices go to the county, so make sure you are working with your office on procuring a copy.
4. How long does it take to receive the check and where will it go?
The check from the State takes 4-6 weeks to process, mail, and be received by you after I receive the invoice. The checks will go to the school or to whomever's address is associated with the Federal ID number you are using. This might be the County office.
5. ****What if I do not need to invoice DNR for anything, i.e., I made no planned purchases and/or we did not need a bus or sub.**
*If this is the situation, **please notify DNR asap with knowledge of this!** That money is set aside for your grant. If you do not use it, that means it could be going to another school. The Final Report and Demographic form still must be received no later than 15 after the date of your grant deadline.***