

Checklist for your Whale Tail Grant invoice

Did you include?

- Your Grant Number, found on your grant agreement
- Date you're submitting the invoice
- Date range for the items included in your invoice (e.g., March 2023-June-2023)
- An invoice number of your choice. It's not recommended that you use "1, 2, 3," etc., especially if you have previously had a Whale Tail Grant or might have one in the future. It's best to use a *unique* invoice number that would not be duplicated in another grant period. For example, WT2022-1.
- Your organization's address (matching the address on your grant agreement), where the check will be mailed. If your address has changed, contact your Grant Manager.
- Name and signature of person submitting the invoice
- For Personnel Expenses the position, rate, and number of hours you're invoicing for
- Receipts for everything that isn't Personnel Services or Administrative Overhead
- For online orders, receipts that say "shipped" rather than "not yet shipped"
- For group food receipts, a note that says how many people it was for
- For travel claims (e.g., mileage, rental cars), a completed Travel Expense Claim form, which you've signed and dated at the bottom as the "Claimant"

- Is everything you're invoicing for included in your grant agreement budget? If not, did you get approval from your Grant Manager to amend or adjust your budget items before preparing your invoice?

- Do the invoice items add up to your total?

Visit www.coastal.ca.gov/whaletailgrant/forgrantees.html for more invoicing guidance and to download a Travel Expense Claim form.

Email your invoice (and any invoicing questions) to your Grants Manager at Annie.Frankel@coastal.ca.gov.

Tip for fiscally sponsored projects: Your reimbursement checks will be made out to the Grantee (your fiscal sponsor) and mailed to the Grantee from the State Controller's Office. If your fiscal sponsor might not know which of their projects received a check from the State Controller's Office, coordinate with your sponsor on a system for your invoice numbers. The invoice number, which is noted on the check stub, is the only element that might identify the project. For example, if ABC Organization is fiscally sponsored, they could number their invoices as "ABC-2022-1," "ABC-2022-2," etc., so that their sponsor would know the reimbursement check is for ABC's project.