Grantee Welcome Pack

Congratulations on your successful application.

Introduction & Welcome

On behalf of the Pacific Salmon Commission (PSC), congratulations on your successful application. We're pleased to support your work and look forward to partnering with you over the course of your project.

This welcome pack is intended to help you get started by outlining key expectations, timelines, and points of contact. It applies to both new and returning grantees.

If you have any questions, please contact us.

Key Contacts

Sascha Bendt

Grant Program Manager

bendt@psc.org

Victor Keong

Grant Program Assistant

keong@psc.org

General email: funds@psc.org

Grantee portal: https://app.trytemelio.com/signin

What Happens Next?

Now that funding decisions have been confirmed; the next steps are outlined on the following pages.

Grant Agreement

You will receive a grant agreement from us around the project start date. We prioritize agreements by project start dates. If you need an agreement sooner, please let us know.

The agreement will outline the approved project scope, budget, reporting requirements, payment schedule, and terms and conditions.

Please review the agreement carefully and return a signed copy. If you have questions or require clarification, please contact us.

Grant Expectations

You are expected to carry out your project in accordance with the approved project proposal, budget, and grant agreement.

Key expectations include:

- Using funds solely for eligible expenses outlined in your budget.
- Completing the project within the dates outlined in your proposal.
- Notifying us in advance of any significant changes to scope, timeline, or budget.

Any significant changes to the project, including budget reallocations or timeline adjustments, must receive prior written approval.

Please contact us if any changes are planned throughout the project lifecycle.

Reporting Requirements and Timelines

At a minimum, you are required to submit:

- Final Project Report: Due within 45 days of the project end date.
- Financial Statement: Due within 45 days of the project end date.

Given the wide diversity of projects we support, there is no set format or template for final reports; however, reports generally include:

- A summary of the project and the project outcomes.
- May look like a typical scientific report with:
  - Abstract/Executive Summary
  - Methods
  - Results
  - Discussion/Conclusion/Recommendations
- Reports may also reflect the key points in original proposal:
  - Project Deliverables - were the stated Objectives met?
  - Project Schedule - did the project run according to schedule?
  - Benefits - what tangible benefits have resulted from the project?
- Financial reporting on the use of grant funds.

Reporting details will be provided in your grant agreement and made available through our grantee portal.

Payment Process

Grant payments are issued in accordance with the payment schedule outlined in your grant agreement.

Typical payment conditions include:
- Initial payment issued upon execution of the grant agreement.
- Subsequent or final payments tied to reporting.

If you are a new recipient, we will send you a Vendor Application for Electronic Payment (ACH/EFT).

If there are changes to your organization's banking details, please notify us as soon as possible.

Communications and Acknowledgements

We encourage you to share your work and celebrate project milestones. When publicly acknowledging support from the PSC, please:

- Use the language provided in the grant agreement.
- Include logos where appropriate. We will be happy to provide these.
- Notify us of major announcements, media coverage, or public events related to the project.
- Tag us on social media! @pacificsalmoncommission on Facebook, Instagram and LinkedIn.

We may also share information about funded projects through our own communications channels.

Site Visits

From time to time, the Fund Committees and staff conduct field trips for project site visits. These visits are not required, but intended to be collaborative, educational, and help us understand how funding is being used in practice.

If there's an opportunity for a site visit, please let us know!