



## Great Bay Resource Protection Partnership Stewardship Grant Program Electronic Submittal of Grant Invoices

Invoices are to be submitted electronically via a designated email address to a file sharing server (Box). Do not mail or email directly to the Great Bay Coordinator. See instructions below.

### Documents

The GBRPP website <http://www.greatbaypartnership.org/grant-program/> (*Grant Program*) includes the following forms.

- Invoice Form
- Invoice Tracking Worksheet
- TNC Conflict Disclosure Form
- W-9 Form download

### Instructions for Electronic Submittal

#### 1. File Organization & File Naming

It is preferred that the completed Invoice Form and supporting documentation (e.g. paid invoices for grant and match transaction costs) be submitted as a single PDF file.

File Naming – Single File. Complete the **red font** information, below.

“Organization Name”. May be initials or shortened name.

*Example:* ‘GBLT’ or ‘Durham’

“XX.202X”. Include the month and grant year of the grant award.

The award date can be found in the Grant Agreement Award Letter.

*Example:* 6.2024.

“Project Name”. May be a single word representing the project’s name

*Example:* Smith

*Example Single File*

**OrganizationName\_XX.202X\_ProjectName\_SGP\_Invoice**

⇒ GBLT\_6.2024\_Smith\_SGP\_Invoice

File Naming – Multiple Files. If the Grantee is not able to create a single PDF file, follow the file naming protocol for each file submitted.

“Organization Name”. May be initials or shortened name.

*Example:* ‘GBLT’ or ‘Durham’

“XX.20XX”. Include the month and grant year of the grant award.

The award date can be found in the Grant Agreement Award Letter.

*Example:* 6.2024

*Example: Multiple Files*

**OrganizationName\_XX.202X\_ProjectName\_SGP\_Invoice\_Form**

⇒ GBLT\_6.2024\_Smith\_SGP\_Invoice\_Form

**OrganizationName\_XX.202X\_ProjectName\_SGP\_Invoice\_1-Document**

⇒ GBLT\_6.2024\_Smith\_SGP\_Invoice\_1-ContractorInvoice

**OrganizationName\_XX.202X\_ProjectName\_SGP\_Invoice\_2-Document**

⇒ GBLT\_6.2024\_Smith\_SGP\_Invoice\_2-InvasivePlan

#### 2. Signature

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The Invoice may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. Docusign).

### **3. Electronic Submittal - Email**

The Grantee sends one email including the completed Invoice Form and supporting documents. See 1. File Organization above.

**Email documents to this address:** [GBRPPIn.nbns33f0cy9937ty@u.box.com](mailto:GBRPPIn.nbns33f0cy9937ty@u.box.com)

- **Subject line:** **OrganizationName\_ XX.202X \_ProjectName\_ SGP\_ Invoice\_ Form**
- Do not include a message in the email.
- **Plain Text.** If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.

### **4. Receipt Verification**

After submittal, the Grantee will receive an email receipt from ‘noreply@box.com notification’. The name of the folder will appear: ‘GBInvoices\_SGP folder’ in the receipt (note that the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox.

### **Questions -**

Contact Great Bay Coordinator, Dea Brickner-Wood, (603) 868-6112, [bluesky24@comcast.net](mailto:bluesky24@comcast.net)