

**WHALE TAIL® GRANT
ADVANCED FUNDS DOCUMENTATION FORM**

Grantee Name:	Grant Number:	Period (From – To):
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PERSONNEL EXPENSES

Position Title	Hours Worked	Hourly Rate	Total
BENEFITS			
SUBTOTAL PERSONNEL EXPENSES			

OPERATING EXPENSES

Expense Category	Description	Total
SUBTOTAL OPERATING EXPENSES		
OVERHEAD/INDIRECT EXPENSES (MAX 10% OF PERSONNEL EXPENSES)		
<i>Accrued Interest to Date (Automatically Subtracted)</i>		
TOTAL		

Briefly, what tasks in your grant agreement timeline have you completed with these advanced funds?

I hereby certify that the information provided in this Advanced Funds Documentation Form is truthful and accurate to the best of my knowledge.

Signature: _____ Date: _____

PROGRESS REPORT

Progress reports are *brief* check-ins. You can use this form or a separate document. You must include a progress report with your submission of the Advanced Funds Documentation form. If you would prefer to have a phone or Zoom conversation (~15 minutes), please contact the Grant Manager (Jessica.Lie@coastal.ca.gov) to arrange that.

How is your project going in general? Is it on schedule with the timeline in your grant agreement?

Are there any issues to bring up or changes to the project that you may need to request?

Any successes or stories you'd like to share?

Are there photos you'd like to share? If so, please email them as file attachments or link(s).

Do we have permission to share these photos? Yes No

Is there anything you'd like to share about these photos or their sharing permissions?