



**ROCKY MOUNTAIN  
ELK FOUNDATION**

05/31/2023

Pennington County  
ATTN: Scott Guffey  
3607 Cambell St.  
Rapid City, SD 57701  
[scottg@pennco.org](mailto:scottg@pennco.org)

Dear Scott and Pennington County:

We are pleased to inform you that the Rocky Mountain Elk Foundation (RMEF) has approved your project titled “Pennington County Noxious Weed Control 2023” (RMEF Project #SD230218) for a grant of \$10,000.00.

This project is funded through a RMEF Project Advisory Committee grant and the grantee agrees to the following grant terms as a condition of receiving this grant:

**Timelines**

- **Grant Term:** This grant has a work deadline of **05/31/2025**. RMEF funds must be expended, and associated field work using these funds must be completed, by this date.
- **Requesting Awarded Funds:** Final award payment requests must be received by RMEF within **60 days** after the grant’s work deadline.
- **Project Reporting:** A Project Completion Report is due within **60 days** after the work deadline or project completion, whichever occurs first.

**Requirements**

- **Match:** RMEF requires a minimum 1:1 partner match (cash and/or in-kind).
- **RMEF Recognition:** RMEF requires recognition of this contribution in the grantee’s press releases, social media content, and any other communication detailing the project’s funding and/or partners. The grantee must provide RMEF an opportunity to review final drafts of press releases, social media content, interpretive signs, brochures, and any other communication at least 7 business days before publication. If RMEF does not respond within 3 business days, the final draft is considered approved.
- **Project Reporting:**
  - **Progress Report:** RMEF may request a progress report(s) with photos and a summary of project expenditures and accomplishments on a rolling basis.
  - **Project Completion Report:** A Project Completion Report template will be shared as the project approaches completion. This final report is due within 60 days of the work deadline or project completion, whichever occurs first. Please use this template to share project accomplishments and a comprehensive

budget showing the full project cost. Photo documentation of project activities during implementation and after completion must be submitted with the Project Completion Report as well.

- **Correspondence: RMEF's Project Number and Title is required on all invoices, agreements, and other correspondence.** RMEF does not track projects by external project numbers. Please provide a copy of this letter to your Grants and Agreements team to advise them of this grant, the corresponding Project Number and Title, and RMEF's procedures.

### **Ineligible Use of Funds**

- Administrative costs, overhead, or other indirect costs
- Capital equipment
- Planning and inventory
- Permanent salaries (without prior approval)

### **Requesting Awarded Funds**

- Grantees may request awarded funds in quarterly installments or a lump sum during the Grant Term or as a lump sum within 60 days after the work deadline. All project expense(s) must be submitted in the calendar year in which they are incurred.
- Please email an itemized invoice, documentation supporting the expense(s) incurred during the Grant Term, and a request for reimbursement or payment to the email address below.
  - Include RMEF's Project Number and Title in the email subject line and on the documentation submitted.
- RMEF offers two payment options:
  - Cost-reimbursable: Grantee pays vendor directly and then submit the invoice (with RMEF Project Number) to RMEF for reimbursement.
  - Vendor direct payment: Vendor sends the invoice directly to grantee for review and approval. Grantee signs the invoice to authorize the expense(s) and emails the documentation to RMEF for payment.
- Payment processing may take up to 30 days.
- A current W-9 form is required for each vendor we pay. Please include the **current year W-9** with the first invoice you submit for each vendor. RMEF will not process payments without a current W-9.

### **Termination**

- Either party, in writing, may terminate this project in whole, or in part, at any time before the date of expiration (above). The grantee shall not incur any new obligations for the terminated portion of the agreement after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for grantee expenses and all non-cancelable obligations properly incurred up to the effective date of termination. Excess funds must be refunded within 60 days after the effective termination date.

### **Contacts**

- **Award, Agreement & Billing:** Please contact the Conservation Program Coordinator, Catey Bauer, at (406) 523-0253 or [cbauer@rmef.org](mailto:cbauer@rmef.org).
- **Project Report & Recognition:** Please contact the Mission Data Specialist, Christine Hastings, at (406) 523-4541 or [christine@rmef.org](mailto:christine@rmef.org).

By requesting funds, through either cost-reimbursable or vendor direct payments, the grantee acknowledges and agrees to all terms stated in this grant award letter.

RMEF appreciates the efforts of Pennington County to address wildlife habitat needs. Thank you for helping us pass on a wildlife legacy. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Kyle Weaver". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

R. Kyle Weaver  
President & Chief Executive Officer