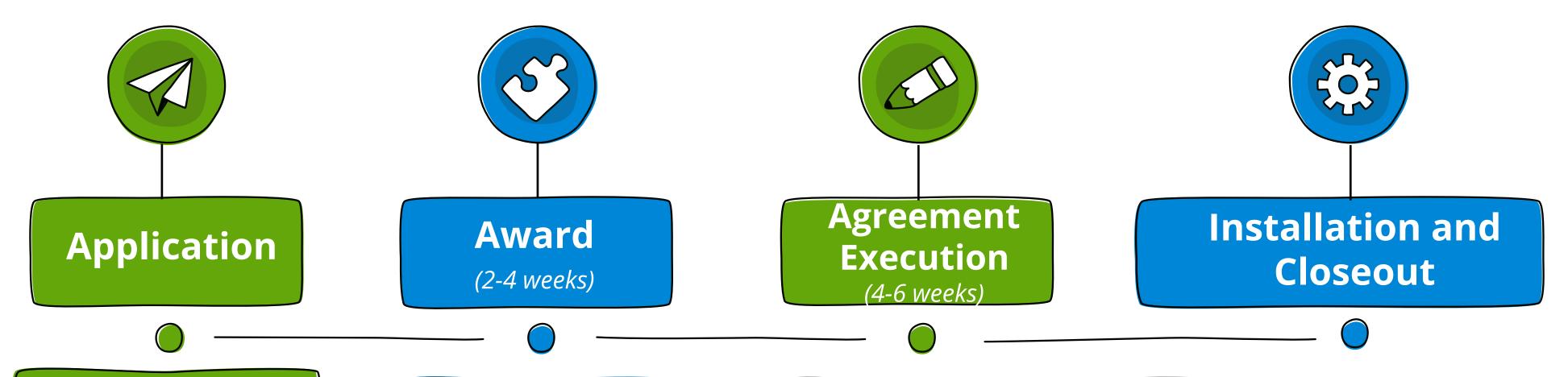
## Refill Station Grant Process and Timeline\*



Apply for a grant through the "Fluxx" grants management system.

List of required documents:

- **✓** W9 Tax ID Form
- ✓ Picture of proposed site
- ✓ Simple map or floor plan of proposed site within your facility
- Documented permission to install from site owner or governing entity.

Valley Water reviews the grant application.

If the application meets the eligibility and program requirements, Valley Water will award the grant and notify the grantee.

Following the grant award, Valley Water will begin drafting the grant agreement and work with the grantee to finalize the agreement.

Once the grant agreement becomes effective\*\*, the grantee will submit an initial payment request to receive the first \$2,500 (50%).

The grantee will <u>notify</u> Valley Water when the installation is scheduled so Valley Water staff can deliver pre-made Valley Water signage to install with the station.

Once installed, the grantee will submit the following documentation to receive the remaining \$2,500:

- ✓ A picture of the installed station with Valley Water signage.
- ✓ A final payment request.

<sup>\*</sup> If awarded, timeframe from submitting application to receiving the initial 50% payment is generally ~2.5 months (varies based on grant recipient's ability to provide Valley Water with all the required documents).

<sup>\*\*</sup> Projects must be completed within one years of executed agreement date.