

Guidelines for Completing Recreational Trails Grants Fiscal Paperwork

Completing the required forms now will greatly streamline the process should your project be selected for funding. On this website, you will find copies of the "Request for Verification of Taxation Reporting Information" (W-9) form, "Commonwealth Terms and Conditions" form, "Standard Contract" form, and "Signature Verification" form. Note: All applicants must fill out all four forms. If you have previously worked with the state but your address has recently changed, you **MUST** indicate this with a signed letter stating your change of address, or all financial correspondence will continue to be sent to the old address.

Here are some guidelines for filling out the forms:

1. W-9 Form

- Fill in your organization's name and legal address. *You must provide a street address.*
- Enter your organization's "Taxpayer Identification Number," and the appropriate "Organization Type."
- If you are a federally tax-exempt 501(c) organization, check the box in Part III *and attach a copy of your IRS determination letter. [If you are not a tax-exempt organization, but are partnering with a tax-exempt organization as a "pass-through," all four required forms should be filled out by the pass-through agency.]*
- Enter DUNS number – refer to form instructions if you do not have one.
- DO NOT check the box in Part IV.
- Have the appropriate person sign and date the bottom of the form.

2. Terms and Conditions form

- "Contractor Authorized Signatory" will be the only individual authorized to sign contracts and other fiscal documents. This person must also sign the standard contract and W-9. This person can be the president, executive director, treasurer, secretary, etc. of your organization – whoever is authorized. Print the person's name on the next line.
- The rest is self-explanatory (*street addresses only, no P.O. Boxes*).

3. Standard Contract

Fill in **ONLY** the following:

- At the top left, fill in your organization's name, the name of the contact person, phone numbers and addresses. Fill in your organization's Vendor Code if you know it (DCR will fill in this section if you don't know your vendor code or don't have one yet).
- At the bottom left, under "For the Contractor," have the appropriate person sign at the X, and print their name, title, and the date. *The person signing the contract must be the same as the "Contractor Authorized Signatory" listed on the Terms and Conditions Form.*

4. Signature Verification Form The purpose of this form is to certify that the person signing the contract and other financial forms has the authority to do so.

- Determine if the group applying for funding is a corporation, or a partnership or other entity and follow the directions accordingly.
- Corporations have 2 choices -- you can provide a Clerk's certification, which can be done on the form, OR you can provide a board vote stating that the signatory is authorized to sign on behalf of the organization. If you choose the second option, you must also provide a sample of the signatory's signature by having the signatory sign the form and notarizing it. So, Clerk's certification OR Board vote and signature sample.
- Partnership or other entities must provide a board vote or written authorization stating that the signatory is authorized to sign on behalf of the organization AND a sample of the signatory's signature by having the signatory sign the form and notarizing it. So, board vote AND signature sample.

3. EFT Form: (*Not required if already signed up*) Go to

<https://massfinance.state.ma.us/VendorWeb/eftRegisterfrm.asp>, fill out the form, print and include in your application. You must include a copy of a voided check with this form.

Please send 1 copy of each form with original signatures along with your application to:

**Amanda Lewis, Department of Conservation and Recreation
136 Damon Road, Northampton, MA 01060**

Please contact me if you have any questions at (413) 586-8706 ext. 19 or amanda.lewis@state.ma.us.