



# request for funds

## MATCHING GRANTS

**Attach** receipts showing amounts paid, invoices for amounts billed, certificate of Insurance and W9 for any services provided (i.e., W9 required from vendors providing more than \$600 in labor or more than \$5000 in direct sales). Attach volunteer sign-in sheets if applicable.

<b>Grantee</b>	<input type="text"/>	<b>Grant #</b>	<input type="text"/>
<b>Project</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Park</b>	<input type="text"/>		

<b>Issue payment to</b>	<input type="text"/>
<b>Mail payment to</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

<b>Total Grant Awarded</b>	<input type="text"/>
<b>Grants Payments to date (excluding this request)</b>	<input type="text"/>
<b>Balance of grant remaining (before this request)</b>	<input type="text"/>

### CURRENT REQUEST DETAIL

Vendor	Description	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total of current request today</b>		<input type="text"/>

Email your Request for Funds to [grants@parkpride.org](mailto:grants@parkpride.org) along with receipts, invoices, or estimates and your matching funds progress. Copies of blank forms can be found at [www.parkpride.org](http://www.parkpride.org).

**MATCHING FUND VERIFICATION**

Use this form to record the matching funds for the request you are making today from your grant. This can include **in-kind donations** and **matching fund** expenditures.

If submitting **volunteer labor** as matching funds, also submit a scanned copy of your dated sign-in sheet.

**Example of volunteer labor entry:**

Vendor or Donor	Description	Cost/Value
5 volunteers (sign-in sheet attached)	4-hour workday held on 1/18/2017	\$471.20

Value calculation example: 5 volunteers x [\$23.56 x 4 hours] = \$471.20

Do not include items that you've already used as a match on earlier requests, *except in the 'Total of ALL matching funds to date' box at the bottom.*

*(All donations and expenditures must be items listed on your application's Project Budget. Attach receipts for amounts paid or invoices or quotes for value of in-kind donations.)*

**MATCHING FUND DETAILS**

Vendor or Donor	Description	Cost/Value
<b>Total matching funds applied to this request</b>		
<i>Total of ALL matching funds to date (including above)</i>		

*Green boxes on both sides of this form must be equal.*

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