

233 Peachtree St NE Suite 1600 Atlanta, GA 30303 parkpride.org

Using Park Pride Forms

The templates provided on our **website** are fillable forms. This means you can complete a form on your computer, save it, then send an electronic copy to Park Pride via email. Please read these instructions carefully and attempt to use the electronic form.

If you do not have MS Word, or if you have problems, you can download the blank pdf of your desired form and complete by hand or contact Park Pride at grants@parkpride.org with additional questions.

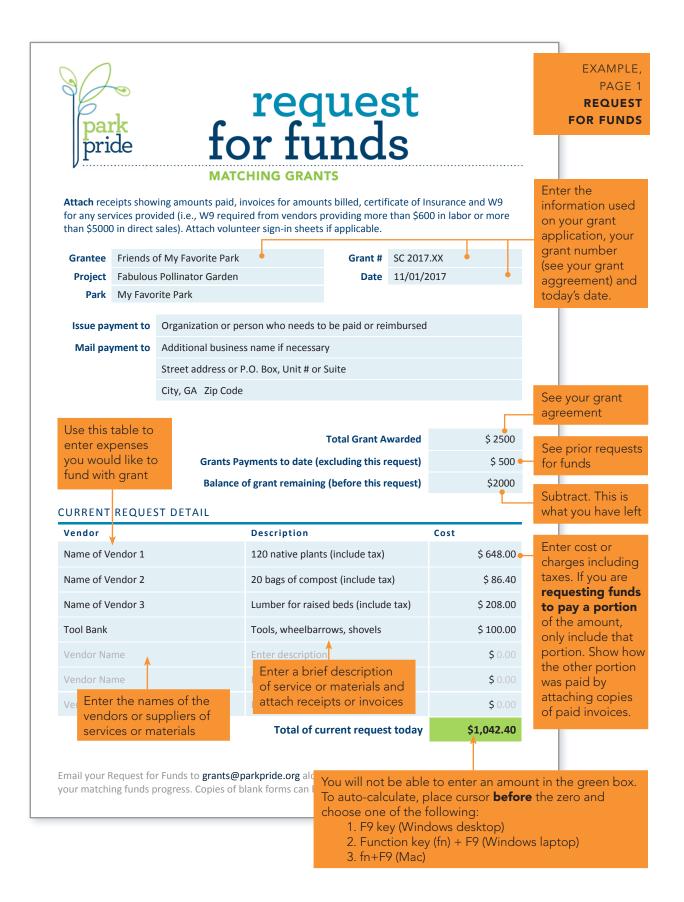
Opening the form template on your computer

When you click on the form's link on our website, the form will open in a browser window (Chrome, Internet Explorer, Firefox, etc.). Do not attempt to complete the form in the browser, **you must open the form in MS Word** via the steps below.



Allow your document to open in Word (you may need to click "Open URL:Word Protocol"). **Microsoft Word** should open on your computer, you may now close your browser window. Make sure you are working in Word and not in the browser.

Click in the first blank "Name of Grantee" and begin. **Use the tab key** to move between blanks. See additional instructions on the following pages. When complete, save the form and email a copy with any necessary receipts, sign-in sheets, or other attachments to **grants@parkpride.org.**



Request for Funds

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EXAMPLE PAGE 2 **REQUEST**

FOR FUNDS

This is an example of how to record volunteer hours

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] = \$4				

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

maximums.

value of in-kind goods or

See Grant Guidelines for

		Vendor or Donor		Description	Cost/Value
		Local Home Improveme	nt business	Donated 50 bags of mulch	\$ 156.06
	Volunteers on MLK Day Vendor or donor			10 volunteers for 4 hours @ \$23.56	\$ 942.4
				Description	\$ 0.00
		Vendor or donor		Description	\$ 0.00
Park Pride requires that every grant dollar be matched \$1 to \$1 (at a minimum). Record your matching funds for this grant dispersement here.		the state of the s		Description	\$ 0.00
		ed \$1 to \$1 (at a		Description	\$ 0.00
			Description	\$ 0.00	
		dispersement here.	Total ma	atching funds applied to this request	\$1,098.46
		ch receipts to verify enses, sign-up sheets		matching funds to date (including above)	\$ 1598.46
for vol		unteer hours, and/ tes showing the	Green boxes on both sides of this		s form must be equal.

Make a note of your total matching funds here.

You will not be able to enter an amount in the green box. To auto-calculate, place cursor before the zero and choose one of the following:

- 1. F9 key (Windows desktop)
- 2. Function key (fn) + F9 (Windows laptop)
- 3. fn+F9 (Mac)

Email your Request for Funds to 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.