request for funds

Grantee	Click here to enter text

Project	Click here to enter text

Park	Click here to enter text

Grantee	Click here to enter text

Grant #	Click here to enter text

Date	Today’s Date

Issue payment to	Click here to enter text

Mail payment to	Click here to enter text

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.

Grants Payments to date (excluding this request)

Balance of grant remaining (before this request)

Funds Requested to Date: Include all previous requests. List new requests in red.

Vendor | Description | Cost
---|---|---
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00
Vendor Name | Enter description | $0.00

Total request TODAY (total in red) $0.00

Total of ALL requests to date (including above) $0.00
PROJECT INVESTMENTS TO DATE: Include all previous project expenditures, including ones covered by in-kind contributions (see example below). List new investments in red.

<table>
<thead>
<tr>
<th>Vendor or Donor</th>
<th>Description</th>
<th>Cost/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor or donor</td>
<td>Description</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vendor or donor</td>
<td>Description</td>
<td>$0.00</td>
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<td>Description</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total investment to match TODAY’S request (total in red) $0.00

Total of ALL matching funds to date (including above) $0.00

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

SAMPLE VERIFICATION OF IN-KIND CONTRIBUTIONS

If you are submitting volunteer labor as matching funds, you must submit (1) a copy of your dated sign-in sheet AND (2) invoices or quotes to verify the value of the labor completed by volunteers.

All in-kind donations and expenditures must be items listed on your application’s Project Budget and be truly budget relieving.

Example of volunteer labor entry

<table>
<thead>
<tr>
<th>Vendor or Donor</th>
<th>Description</th>
<th>Cost/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 volunteers</td>
<td>4-hour workday held on 1/18/2017</td>
<td>$471.20</td>
</tr>
</tbody>
</table>

Required attachments: volunteer sign-in sheet AND quote for the labor completed by volunteers

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

Email Requests for Funds to grants@parkpride.org along with receipts, invoices, or estimates. Blank forms can be found at parkpride.org/we-can-help/grant-programs/.