



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.

Grantee	<input type="text" value="Click here to enter text"/>	Grant #	<input type="text" value="Click here to enter text"/>
Project	<input type="text" value="Click here to enter text"/>	Date	<input type="text" value="Today's Date"/>
Park	<input type="text" value="Click here to enter text"/>		

Issue payment to	<input type="text" value="Click here to enter text"/>
Mail payment to	<input type="text" value="Click here to enter text"/>
	<input type="text" value="Click here to enter text"/>
	<input type="text" value="Click here to enter text"/>

Total Grant Awarded	\$ Total Grant
Grants Payments to date (excluding this request)	\$ Enter dollars
Balance of grant remaining (before this request)	\$ Balance

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
Total request TODAY (total in red)		\$ 0.00
<i>Total of ALL requests to date (including above)</i>		\$ 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.

Vendor or Donor	Description	Cost/Value
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Vendor or donor	Description	\$ 0.00
Total investment to match TODAY'S request (total in red)		\$ 0.00
<i>Total of ALL matching funds to date (including above)</i>		\$ 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

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

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