

SMALL GRANT PROGRAM REQUEST FOR RELEASE OF FUNDS

Grantee Name: _____

Grantee's Fiscal Agent: _____

Project #: _____ Project Name: _____

➤ **First Payment Request:** Submit the Tax ID, Land Use, Secured Match (if not already submitted with the application), and other forms, as required. The first request may be either a 120-day *advance* of up to 60% of the Small Grant award, or a *reimbursement* of expenses to date upon presentation of receipts and invoices (with a 10% holdback until project completion). If the payment is an advance, **receipts for the full advance amount are due to OWEB within 120 days of the date OWEB issues the check.**

➤ **Final Payment Request:** All receipts/invoices and a spreadsheet must be attached along with the Project Completion Report (with color photos and captions) and the most current Restoration Reporting Form.

<u>Project Expenses (refer to application budget)</u>	<u>FIRST Request</u>	<u>FINAL Request</u>
1. <u>Project Management*</u>	\$ _____	\$ _____
2. <u>Travel</u>	\$ _____	\$ _____
3. <u>Contracted Services</u>	\$ _____	\$ _____
4. <u>Supplies and Materials</u>	\$ _____	\$ _____
5. <u>Equipment</u>	\$ _____	\$ _____
6. <u>Pre-Implementation</u>	\$ _____	\$ _____
7. <u>Other*:</u>	\$ _____	\$ _____
8. <u>Other*:</u>	\$ _____	\$ _____
9. <u>Fiscal Admin (not to exceed 10% of 1-8, above)</u>	\$ _____	\$ _____
10. <u>Year-Two Status Report (not to exceed \$200)</u>	\$ <u>FINAL ONLY</u>	\$ _____
TOTALS	\$ _____	\$ _____

* Requires a Budget Amendment Request if different from, or in addition to, line items in the original application budget.

I declare, to the best of my knowledge, that this statement is true, correct and complete.

Fiscal Agent Signature: _____ Organization: _____

Fiscal Agent Name (Please print/type): _____ Date: _____

Phone Number: (____) _____ E-mail Address: _____

Forward This Request to OWEB's Small Grant Project Manager

All checks will be made payable to Grantee's Fiscal Agent. Grantee and Fiscal Agent are responsible for paying vendors directly with funds received for this project.

OWEB APPROVAL

I find this request to be consistent with the Grant Agreement and all funding conditions have been met.

OWEB Project Manager: _____ Date: _____