Reimbursement Request
Endless Mountains Heritage Region, Inc.
2 Jefferson Street, Towanda PA 18848

Instructions

Reimbursement

The grantee is eligible for reimbursement of expenses for services and materials that have been completed and paid for. Unless other arrangements have been made with EMHR, projects with grant awards of $5,000 and below should be 100% complete and paid for in full before submission of final documentation for reimbursement; projects with grant awards over $5,000 are eligible for partial reimbursement at 50% project completion.

Reimbursement will be based on the total amount expended to date (including both cash and non-cash contributions) divided by the minimum percentage of matching funds required, up to the amount of total grant award. Matching requirements are 50% for implementation grants and 25% for studies. The total amount expended to date and documented in the Reimbursement Request should include direct cash expenditures (public and private sources) and the value of material donations and in-kind labor.

Example - $10,000 grant award; 50% minimum match requirement; estimated project cost of $20,000:
A reimbursement request for $12,000 expended to date ($8000 cash, $1000 materials donation, and $3,000 of in-kind volunteer labor) will be reimbursed at 50%, or $6,000.

Worksheet 1: Cash Expenditures

Please include ALL cash expenditures that were used to pay for the project. Include copies of all receipts, invoices and checks used to pay for materials, labor, service, etc.

Worksheet 2: Non-Cash Donations

Please include ALL non-cash contributions, even if the total exceeds minimum requirements. Higher levels of leveraged funds are important statistics tracked by EMHR and the Department of Conservation and Natural Resources (DCNR).

Donated Materials: The organization/business making the donation must provide a signed letter or invoice confirming the items donated along with their value.

Volunteer Labor/Hourly Rate: Volunteer labor can be recognized as part of the total project cost if they are providing necessary services that otherwise would be completed by a paid consultant or contractor. The allowable 2014 in-kind labor rate for adult volunteers is $23.56 per hour for Pennsylvania as published by Independent Sector, a leadership network for non-profits, foundations and corporations. Current rates can be found at https://www.independentsector.org/volunteer_time. Please check the rates, as they are periodically updated. Please contact EMHR to determine hourly labor rates for skilled labor, e.g. electricians, backhoe operators, etc.

Donated Services: The organization/business donating professional services must provide a signed letter or invoice documenting the hourly rate charges and value of services.

Worksheet 3: Record of Other Funding Sources: (include only when submitting final reimbursement request)

Please provide a summary list of funding sources other than the EMHR grant that were used to pay for project costs listed on the Reimbursement Request Summary Worksheet. Funding sources include cash donations, matching grants, general funds, etc. Private sector funds leveraged by grantees are tracked by EMHR and the Department of Conservation and Natural Resources (DCNR).

Record-Keeping:

Grantees are required to keep all documentation, reports, invoices and receipts on file for three years from the close out date in the event of an audit.

Reimbursement Request

For Office Use:

Project Name:
Grant Round: Subagreement Expiration:
Grant Award Total: $
Minimum Match Total $

(50% Implementation Grants; 25% Studies)
Minimum Total Project Cost $

For Grantee Use:

Attach completed Reimbursement Request Summary Worksheets for Cash and Non-Cash Donations with copies of all invoices and receipts for cash expenditures and documentation for non-cash contributions; also attach a list of Cash Donations.

Reimbursement Request #:

1. **Organization Name and Address (as stated in subagreement):**

_____

_____

_____

_____

Contact Person: (print)_____**Phone:** _____

2. **Submission Date:** _____**E-Mail:**_____

3. **Total of Cash Expenditures (Worksheet 1):** $_____

4. **Total of Non-Cash Expenditures (Worksheet 2):** $_____

5. **Grand Total of Project Expenditures (Sum of Worksheets 1 & 2):** $_____

6. **Grant Monies Already Received:** $_____

7. **Grant Amount Reimbursement Requested:** $_____

8. **Total of Other Funding Sources (Worksheet 3):** $_____

9. **Local Recipient Approval:**

Signature _____**Date:** _____

Print Name_____

EMHR, Inc. Approval:

By: _____**Date:** _____

Reimbursement Request Summary Worksheet 2:

Non-Cash Donation Record

(Must be completed for all reimbursement request)

Attach additional sheets as neccessary

Material Donations				
Donor	**Material**	**Amount**	**Date Donated**	**Value**
			Subtotal:	**$0.00**
Volunteer Labor				
Donor	**Hours**	**Rate**	**Date Donated**	**Total Value**
			Subtotal:	**$0.00**
Total donations to date:			**Total:**	

For Office Use Only:

Reimbursement Request Summary Worksheet 3:

Other Funding Sources Record

(Must be completed for all reimbursement request)

Attach additional sheets as neccessary

Cash Donations				
Source	**Private/Public**	**Date Donated**	**Expiration**	**Amount**
Total donations to date:				**$0.00**

For Office Use Only:

Reimbursement Request Summary Worksheet 1:
Cash Expenditures

(Must be completed for all reimbursement requests)

Attach additional sheets as necessary

Vendor/Notes	Invoice Number	Invoice Amount	Check Number	Amount Paid
Total:		**$0.00**		**$0.00**
Amount of this Request:				

For Office Use Only: