



**DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM  
GRANTEE'S FINANCIAL REPORT**



*This information required under authority of Part 5 of Act 451, P.A. 1994, as amended to verify information and report progress on the DTE Energy Foundation Tree Planting Grant Program.*

Grant No.	CASH CONTRIBUTIONS <sup>1</sup>		IN-KIND SERVICES <sup>2</sup> (IN DOLLARS)	TOTAL
	Grant Funds (DTE Energy Foundation)	Grantee's Match (Local)		
Personnel				
Fringes				
Volunteer				
Trees				
Equipment				
Supplies				
Other				
Contractual Services				
<b>TOTAL</b>				

<sup>1</sup> *Cash contributions:* Cash expended to complete the grant must be documented with copies of paid salary stubs, receipts or invoices.

<sup>2</sup> *In-kind support:* Expense/value provided to complete the grant must be documented by minimum of signed/dated letterhead explaining how expense/value was calculated.

*I certify that the above information is correct.*

Grantee Representative Name – PLEASE PRINT \_\_\_\_\_

Grantee Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR GRANT REIMBURSEMENT, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:**

- 1 Page Grant Narrative Summary. Summary should include project goals, methodology, actual accomplishments and outcomes, and impact on the community and natural resources (social, environmental, economic benefits). Also include key observations, successes and barriers or limitations to project completion.
- Signed DTE Energy Foundation Tree Planting Grant Program Grantee's Financial Report - (PR 4167-2).
- Copies of invoices, receipts, vouchers etc. that document reimbursable expenditures and match on this project.
- Signed DTE Energy Foundation Tree Planting Grant Program Tree Maintenance Agreement - (PR 4167-4).
- Signed DTE Energy Foundation Tree Planting Grant Program Tree Inventory - (PR 4167-5).
- DTE Energy Foundation Tree Planting Grant Program Volunteer Time Record *(if applicable)* - (PR 4167-3).

Return completed report(s) to: **DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
URBAN AND COMMUNITY FORESTRY  
PO BOX 30452  
LANSING MI 48909-7952**