



COMMUNITY FORESTRY GRANT PROGRAM GRANTEE'S FINANCIAL REPORT

This information is required under authority of Part 5 of Act 451, P.A. 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.675, to verify information on the Community Forestry Grant Program.

Grant Number:				
	REIMBURSABLE GRANT FUNDS (Dollars) Cash ¹ only	GRANTEE MATCH (Dollars)		TOTAL
		Cash ¹	In-Kind ²	
Salary (Program Staff)				
Fringe (Program Staff)				
Salary (Administrative Staff)				
Fringe (Administrative Staff)				
Volunteer				
Travel				
Supplies				
Equipment Purchase				
Contractual & Consulting				
Indirect Costs				
Other				
TOTAL				
^{1.} <i>Cash Contributions:</i> Cash payments made to complete the project (e.g. purchase of supplies, labor, equipment etc.). Must be documented with copies of paid salary stubs, receipts or invoices.				
^{2.} <i>In-kind services:</i> Value of non-cash contribution provided to complete the project (e.g., volunteers, in-house labor/equipment/supplies or donations). Must be documented by minimum of signed/dated letterhead explaining how expense/value was calculated.				
I certify that the above information is true and correct.				
Grantee Representative Name (please print)		Signature		Date

FOR GRANT REIMBURSEMENT, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

- Project summary report (1pg max). Report should include project goals, methodology, accomplishments and impact on the community and natural resources (social, environmental, economic) and other observations.
- Signed *Community Forestry Grant Program Grantee's Financial Report* (this document)
- Volunteer Time Record* (if applicable)
- Copies of invoices, vouchers, receipts etc. that document reimbursable and match expenditures for this project
- Copies of pamphlets, reports, photos or other information developed or generated under the grant (if applicable)

Email completed Reimbursement Request package to:
 Kerry Gray, UCF Grant Specialist – grayk12@michigan.gov
 Michigan Department of Natural Resources, Urban and Community Forestry Program