



Vibrant Communities Grant - Request for Reimbursement Form

GCA Contract Number _____ (You should find this number at the top of your contract)

Name of Organization: _____

Contact Person: _____

Phone: _____

Email: _____

Mailing Address: _____

Total expenses incurred for project as of today: \$ _____

Total amount requested from GCA*: \$ _____

***If this is the first time you have requested a payment for your Vibrant Communities grant, the amount requested from GCA must be no more than 70% of the total grant and no more than 70% of the total expenses incurred for the project as of today.**

***If this Request for Reimbursement is being submitted along with your Final Report, you should calculate the grant amount you are requesting by subtracting any grant payments that you have already received from the total grant amount.**

This document must be signed by the person that signed the grant contract.

By signing this document, the person below certifies that all of the information submitted on this form is true and correct to the best of his/her knowledge.

Signature _____

Name _____

Date _____

FOR GCA USE ONLY

Dept. _____ Funding Source _____

Program _____ Project _____

Account _____ PO # _____

Class _____ Vendor # _____

Fund _____ Balance _____

Signature _____ Date _____