



Nine Mile Creek Discovery Point

12800 Gerard Drive

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www.ninemilecreek.org

Cost Share Reimbursement: Progress Report Form

Overview

Payments on cost share grants are reimbursement based. NMCWD can reimburse funds throughout the grant period, as requested by the grantee, up to the final 10% of the grant. The final 10% of the grant is reimbursed upon successful completion of the project and submission and approval of a final report.

Cost Share Reimbursement Process

To receive reimbursement for grant expenses during the project:

1. Fill out the progress report form
2. Submit receipts and/or paid invoices
3. Submit a project picture

Email progress report, receipts/invoices, and picture to Erica, Program & Project Manager, at esniegowski@ninemilecreek.org. For questions, contact Erica at 952-358-2276.

To receive reimbursement for the final 10% of the grant expenses **or** if only requesting grant reimbursement after your project is complete, follow instructions on the Final Report Form found at: ninemilecreek.org/grants/#Reporting. You may also get a copy of the form by emailing Erica at esniegowski@ninemilecreek.org.

Project Schedule

Grantees have up to one-year to complete the cost share project from the grant agreement start date (which is typically mid-May to mid-June). Native restoration projects have a two-year timeframe for project completion.

QUICK
TIP

Work may not start on a grant project until a cost share agreement has been signed by both the grantee and the NMCWD. Plan your project schedule accordingly. NMCWD will not reimburse any material or labor costs generated prior to a grant agreement being signed.

PROGRESS REPORT FORM ON NEXT PAGE

Cost Share Grant Progress Report

Project Information

- a) Project title & project location

- b) Name and contact information

- c) Year cost share grant awarded

1. Summary of Major Activities

Provide a short overview of Cost Share project activities to date, including timeframes when activities were completed.

2. Reimbursement Request

- a) Dollar amount of reimbursement request.

- b) Who should the check be made out to?

- c) Where should the check be mailed?

- d) Submit receipts and/or paid invoices for all expenditures. Project expenditures without receipts will not be eligible for reimbursement. Copies of paid checks may be asked for. Email documentation to: esniegowski@ninemilecreek.org.

3. Photos

Email photo(s) to esniegowski@ninemilecreek.org of the in-progress project (if applicable).