



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

Cost Share Reimbursement Information

A Cost Share Grant Agreement must be approved and signed by both you and Nine Mile Creel Watershed District before work may begin on a grant project. Any material or labor costs generated prior to a grant agreement being signed will not be reimbursed and cannot be used for match.

Overview

Payments are reimbursement based. Cost share dollars can be reimbursed throughout the grant period upon submitting a project progress report and receipts/paid invoices. The final 10% of the grant is reimbursed upon successful completion of the project and submission and approval of a final report.

Email reimbursement documentation to Erica Sniegowski, Program & Project Manager, at esniegowski@ninemilecreek.org. For questions, contact Erica at 952-358-2276.

In-Progress Reimbursement Request Form

1. Project Information

Include the following:

- Project title & project location
- Name and contact information
- The time period addressed

2. Summary of Major Activities

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

3. Photos

Email photo(s) of the in-progress project (if applicable).

4. Reimbursement

- Include the total reimbursement request in the report.
- 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.
- Include who the check should be made out to and where it should be mailed.

*If only requesting reimbursement once the project is complete, follow directions on Final Report form for reimbursement.