



MONTANA URBAN & COMMUNITY FORESTRY GRANT PROJECT REPORT FORM

Grant Program: _____ Grant Agreement #: _____

Community: _____ Federal Tax Identification Number: _____

Payment Mailing Address: _____

Total Reimbursement Amount Requested; **all receipts must be included:** _____

Total Matching Amount Claimed (b) +(c); **all receipts must be included:** _____

Total number of volunteers involved in all aspects of the project: _____

Estimated total volunteer hours: _____

Number of trees planted: _____

REPORTING INFORMATION!!!

Arbor Day Grants of \$1,000 & Tree City USA Grants require a 35% match in addition to the grant amount.

(Example: \$1,000 grant award x 35% match requirement = \$350 match).

Program Development Grants require a 100% match in addition to the grant amount.

(Example: \$1000 grant award x 100% match requirement = \$1000 match).

Receipts/invoices are required for all reimbursable and matching expenses claimed.

As per the Grant Agreement, communities will be reimbursed for actual costs not to exceed the grant amount. If receipts total more than the specified grant amount, the community will be responsible for all additional costs.

Type of Project Expenses*	Hourly Rate or Piece Rate (per each)	Quantity	(a) Grant Funds Requested	(b) Applicant Cash Match	(c) \$ Value of Donated & In-Kind	Total (a) + (b) + (c)
Page 1 Subtotal	N/A	N/A				
Page 2 Subtotal (if applicable)	N/A	N/A				
Grand Total (page 1 & 2)	N/A	N/A				

*Provide other Project expense category types as needed on the following page.

Please mail this report, receipts, and all additional documentation to:
Montana DNRC, Urban and Community Forestry Program,
2705 Spurgin Road, Missoula, Montana 59804-3199

Over



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Column Totals	N/A	N/A				

- PROJECT REPORT FORM CHECKLIST:**
- ✓ Include ***ALL*** receipts for ***any*** amount (matching or claimed for reimbursement)
 - ✓ Ensure any purchases and activities occur **BEFORE** grant expiration date
 - ✓ Attach any additional requirements mentioned in grant agreement (i.e. maintenance plan, purchase/bidding documents, etc.)
 - ✓ Attach narrative summary of work completed (describing project, positive outcomes, challenges, etc.)
 - ✓ Include any pictures or articles related to the project, if applicable
 - ✓ Provide sample of finished product, if applicable (i.e. copy of inventory, management plan, etc.)