

Appendix "E"



**MONTANA URBAN & COMMUNITY FORESTRY GRANT  
PROJECT REPORT FORM**

**ARBOR DAY \$1,000 GRANT AGREEMENTS**  
(PLEASE ATTACH A COPY OF YOUR ARBOR DAY PROCLAMATION)

Proclamation Template can be found at:  
<http://www.arborday.org/arborday/graphics/proclamation.pdf>

GRANT AGREEMENT #:		FEDERAL TAX IDENTIFICATION NUMBER	
COMMUNITY/ORGANIZATION NAME			
COMMUNITY/ORGANIZATION ADDRESS		CITY/TOWN	STATE ZIP
PHONE		EMAIL	
GRANT'S PRINCIPAL CONTACT NAME AND TITLE		PRINCIPAL CONTACT EMAIL & PHONE NUMBER	
TOTAL REIMBURSEMENT AMOUNT REQUESTED (a)		TOTAL MATCHING AMOUNT CLAIMED (b) +(c)	
<b>RECEIPTS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED FOR ALL REIMBURSEMENT AND MATCHING EXPENSES LISTED</b>			
TOTAL NUMBER OF VOLUNTEERS INVOLVED IN ALL ASPECTS OF THE PROJECT:		ESTIMATED TOTAL NUMBER OF VOLUNTEER HOURS IN ALL ASPECTS OF THE PROJECT:	
TOTAL NUMBER OF TREES PLANTED:			

**IMPORTANT INFORMATION!!!**

Arbor Day Grants of \$1,000 require a 35% match in addition to the grant amount. (Example: Grant Award=\$1,000 Community Match=\$350 (35% of 1,000) Total needed to be Spent on Project for full Reimbursement=\$1,350 (\$1,000+\$350)). Receipts, invoices and supporting documentation are required for all reimbursable and matching expenses claimed. Communities will be compensated for reimbursable expenses not to exceed the authorized grant amount. Any additional expenses incurred will be the responsibility of the community.

**NON-Reimbursable Arbor Day expenses cannot be paid with grant funds; but may be used as matching expenses.**

Examples of Non-Reimbursable Grant Expenses Include:

- Tree work or Plantings on non-public property
- Employee Wages, Salaries and/or Benefits
- Weed and brush control not related to planting areas
- Fencing Costs
- Leaf pick-up or removal
- Tree Pruning Expenses
- Purchase of Flowers or Shrubs

**A request for payment cannot be processed unless you have attached a copy of your Arbor Day Proclamation.**

**Please utilize the second page of the Project Report Form to list your Project Expenses.**



