



MONTANA URBAN & COMMUNITY FORESTRY GRANT PROJECT REPORT FORM

Community: **Anytown, MT**

Federal Tax Identification Number: **60-000000**

Grant Program Requesting Payment For (i.e., Arbor Day, Tree City USA, Program Development or Tree Planting and Care): **Program Development**

Payment Mailing Address: **123 Main Street, Anytown, MT 59000**

Total Reimbursement Amount Requested (all receipts must be included): **\$4,000.00**

Total Matching Amount Claimed (all receipts must be included): **\$5,970.00**

Total number of volunteers involved in all aspects of the project: **50**

Estimated total volunteer hours: **215**

REPORTING INFORMATION!!!

Arbor Day & Tree City USA Grants require a 35% match in addition to the grant amount.

(Example: \$300 grant award x 35% match requirement = \$105 match).

Program Development and Tree Planting & Care 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 is 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)
Trees	\$30.00 (ea.)	200	\$3,000.00	\$3,000.00	--	\$6,000.00
Shipping		(Trees) 200	--	\$300.00	--	\$300.00
Tree posts	\$.10 (ea.)	200	--	\$20.00	--	\$20.00
Consultant (Joe Smith)	\$30 (per hr.)	80	\$1,000.00	\$1,400.00	--	\$2,400.00
Mulch	\$1.50 (per cu. ft.)	300	--	\$450.00	--	\$450.00
Column Totals	N/A	N/A	\$4,000.00	\$5170.00	--	\$9,170.00

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

Note: (b) + (c) must be equal to or greater than (a) in order to meet 100% match requirement.

Please mail this report and all receipts to:

Montana DNRC, Urban and Community Forestry Program, 2705 Spurgin Road, Missoula, Montana 59804-3199

All projects must be completed, and reimbursement requested, by June 15th.

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Excavating	\$50.00(per hr.)	12	--	--	\$600.00	\$600.00
Lunches for work crew	\$5.00 (per meal)	40	--	--	\$200.00	\$200.00
Totals	N/A	N/A	\$4,000.00	\$5,170.00	\$800.00	\$9,970.00