**Grant Payment Request Form**

Organization (Pay to): Tech Community College

Mailing Address: (Same as W-9) Tech Road, Columbia, SC 29201

Project Name: Nature Trail at Tech Community College

Amount requested: $5,000.00 Grant Number: 1234

Grant Award: $5,000.00 Paid to date: $ 0

|  |
| --- |
| **For Office Use Only**: Date:\_\_\_\_\_\_\_\_ Obj:\_\_\_\_\_\_\_\_\_\_\_ Key Codes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval signatures ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Itemized expenses by category:**

(Attach receipts, invoices, personnel log)

|  |  |  |
| --- | --- | --- |
| Item | Company | Expense |
| Bushogging | Billy’s Bushogging | $2,000.00 |
| Mulch | Mulchtown | $1,000.00 |
| Signs | Sign ‘O The Times | $1,000.00 |
| Staff time (see log sheet) | Tech Community College | $1,000.00 |
| Total |  | $5,000.00 |

**Description of work accomplished:**

Identify tasks and completion % for each task (This should be brief and to the point for Accounting)

Trail cleared – 100%

Mulch spread – 100%

Signs installed – 25%

**Description and amount of Match:**

(Attach receipts, invoices, personnel log)

Cash Match - Map printing $200.00 (see Print Shoppe invoice)

In-kind Match - Friends of Tech Nature Trail volunteers - $810.00 (54 hrs x $15) (see log sheet)

Match to date: $1010.00

Signature of authorized grantee official verifying accuracy of information and attachments:

 Date: