


2009 SMALL AND SIMPLE GRANT REIMBURSEMENT REQUEST

PLEASE NOTE: Proof of payment for all expenses must be attached to this request

Organization		Project Contact	Vendor #	PO	Funding Year
				2	Small and Simple 2009
Mail Check to:					
Date	Vendor	Description	Job Cost Code	Amount	
		Total Reimbursement Request			

RESERVED FOR CITY OF BELLINGHAM ACCOUNTING USE

I certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that this claim is a just due and unpaid obligation against the City of Bellingham and that I am authorized to authenticate and certify to said claim.

Prepared By
(Authorized Signature)

Date

Approved By
(City of Bellingham Signature)

Date

* See back of form for instructions

2009 SMALL AND SIMPLE GRANT Reimbursement Request

Directions:

1. Complete all non-shaded areas
- 2 **RECEIPT FOR EXPENSE AND PROOF OF PAYMENT MUST BE ATTACHED (i.e., vendor invoice with ZERO balance, canceled check)**

NOTE: Invoice/proof of payment must be consistent with expense described on reimbursement form and in compliance with City policy on allowable expenses

3. Reimbursement requests must be signed; only authorized signatures will be accepted, in accordance with signatures on file.
- 4 Submit reimbursement form and attachments to:

**Neighborhood Services Coordinator
City of Bellingham Mayor's Office
210 Lottie Street
Bellingham, WA 98225**

The City of Bellingham requires that financial or material support be in the public interest and allowable by law. As such, the City establishes the general administrative rules for providing this support. The City may provide limited monetary awards, other funding, or material assistance to neighborhood associations to carry out their approved projects and mission, for these purposes:

- to help develop, improve and maintain high public involvement in the neighborhood association
- to accomplish projects of priority to the neighborhood which contribute to the general good and quality of life
- for activities or projects which assist the association to effectively address neighborhood issues and concerns as they affect the City
- for neighborhood activities and projects consistent with the City's service mission

Small and Simple Grants - ALLOWABLE EXPENSES

Information/materials to provide information about project activities
Development, printing and distribution of project-related designs or plans
Training, workshops or special events directly connected to project activities
Purchase of professional expertise and/or technical assistance
Purchase of equipment or incentives up to a maximum of 10% of total award
Personnel, supplies, materials, training or other approved project -related costs

Small and Simple Grants MAY NOT be used for:

Purchase of permits or licenses
Payment for board members of recipient organizations
Purchase or lease of land
Construction or renovation of buildings
Playground equipment (school, city park, etc.)
Activities or materials that reflect a specific political or religious affiliation