



GRANT REIMBURSEMENT REQUEST

Submit a hard copy of report and supporting documents by or before 4:00 PM on November 1, 2023.

To receive your grant payment, please provide the information requested in the Grant Summary and the Expense Documentation sections below.

Mail or deliver a hard copy of all required items to the Cuyahoga County Solid Waste District, 4750 East 131 Street, Garfield Heights, OH 44105. *Documents sent by email or fax are not considered a final report.*

Community: _____

Grant Contact Name & Title: _____

Grant Contact Email: _____

Amount You Were Awarded: \$_____ Amount of Grant Dollars Spent: \$_____

of Individuals Reached by Your Project: _____

Notes, comments or feedback about your grant:

In your final report, provide:

- GRANT REIMBURSEMENT REQUEST: Contact information for your community.
- GRANT SUMMARY: Completed report narrative outlining your grant project.
- Photos of the equipment, printed/educational material(s), and event(s) that were funded.
- EXPENSE DOCUMENTATION: Signed and dated sheet.
- Documentation of expenditures (purchase order, invoice, receipt, billing statement) for each item.
- Proof of payment (copy of canceled check, an invoice or bill showing a zero balance, receipt, bank statement) for each item.



GRANT SUMMARY

For each project implemented, answer the questions below.

Please answer the following questions: *(some questions may not be applicable to all grants)*

- Describe your project and the results? Did the project meet its established goals?
- How many individuals did your project serve? _____
- Include any supplemental materials or reports arising from your project that help document the project and the results.
- Describe the education piece you produced with grant funds. How was it distributed?
- How many did you distribute or how many individuals were served? _____
- A sample or copy of the item you produced is included with this report? YES NO
- How many recycling or composting containers did you purchase? _____
- Is there signage with the container to instruct users? YES NO
- A photo of the container(s) is included with this report, showing the location and signage? YES NO

The Grant Summary does not have to be contained to the remaining space on this page. Please be thorough with your project summary; description of results; and project documentation. The Solid Waste District may request additional documentation for the project.

