# C:\Users\maskay\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Midpen Logo 2pt White Outline.pngMidpeninsula Regional Open Space District Grantmaking Program

# Grantee Payment Request Form

Instructions: Payment requests may be submitted up to four times per fiscal year. Submit a signed Payment Request Form, Budget Tracking Sheet, and all associated invoices in one email to [grants@openspace.org](mailto:grants@openspace.org). Once the payment request is approved, Midpen generally processes payments within 30 days.

Changes or amendments*:* Grantees seeking changes to the scope or budget (greater than 10% in a line item) must obtain Midpen’s approval prior to expenditure. Changes in project scope must continue to meet the need cited in the original application. Grantee will jeopardize funding should changes be made without prior notice to and approval by Midpen. Please note in the Grant Status Update below if any changes in budget or scope are requested.

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| Grantee Information: |
| **Grantee:** Click or tap here to enter text. |
| **Project Title:** Click or tap here to enter text. |
| **Request Amount:** Click or tap here to enter text.  **Reimbursement Period**: Click or tap here to enter text.  **Purchase Order Number:** Click or tap here to enter text.  **Date Submitted**: Click or tap to enter a date. |
| *I confirm that the above is complete, true, and accurate:* Signature: |

## Budget Tracking Sheet

Fill out accompanying Budget Tracking Sheet to complete the reimbursement request.

## Projected Project Expenditure

Estimate the total additional reimbursement amount your organization plans to request for this grant through the end of the fiscal year (June 30). It is acceptable if this amount varies from your actual expenditures. Please note that requests for final payments for the entirety of the grant must be made prior to June 30 in the last year of the grant.

## Grant Status Update

Provide a short update (bullet points are acceptable) that describe the work performed over the reporting period.

* Sprouts grantees (grant awards up to $25,000) should report against objectives listed in the grant proposal.
* Roots grantees (grant awards from $25,001-$50,000) should report against SMART objectives outlined in the grant agreement.

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