

Sub-Grant Closeout Checklist

- _____ Request TreeVitalize Forester review of completed project.
- _____ Fill out “Community Final Payment Request Form” and obtain Forester signature, as verification of satisfactory completion of the project.
- _____ Complete “Final Project Budget Form” showing actual expenditures and “cash” or “non-cash” match. **Note:** you must show that:
 - You have spent all your grant funds
 - You have matched grant funds awarded dollar for dollar
 - At least 25% of your match is cash AND 25% or more is in-kind volunteer services.
- _____ Attach **ALL** related receipts or paid invoices
Note: include payments made with grant funds, or as part of your “cash” match
- _____ Attach any documentation of "non-cash" services, such as volunteer sign in- sheets or employee pay records

Community Final Payment Request Form

TreeVitalize Forester Signature Page Verifying Grant Project Completion

Project Title: _____ Sub-Grant ID #: _____
(if applicable) (Assigned by Metro Partner)

Project Location: Municipality _____ County _____

Project Coordinator: Name (printed): _____

Signature: _____ Date: _____

Daytime Phone (Office): _____ (Cell): _____

I have reviewed the above planting project and verify that it has been completed to my satisfaction. I hereby authorize the Metro Partner to release the final project payment to this community.

Tree Vitalize Forester: Name (printed): _____

Signature: _____ Date: _____

Daytime Phone (Office): _____ (Cell): _____

Applicant Instructions:

When the planting project is completely finished:

- 1) Complete the top portion of this form, and provide it to the Extension Urban Forester or Service Forester who approved your planting plan for review and approval. Refer to **SD-D-“DCNR and PSU Forester Contacts”**.
- 2) Once the Forester has verified satisfactory completion of the finished project, compile the attached “Final Project Budget Form” showing actual grant expenditures, plus any “cash” and “non-cash” contributions. Either receipts for expenditures or invoices accompanied by cancelled checks, must be provided for all material or service purchases. Employee pay rate info (name, title, rate of pay, hours worked on project), volunteer sign-in sheets, and other similar documents are required to verify labor and equipment costs.
- 3) Submit “Final Project Budget Form” and proof of expenditures along with this signed “Community Final Payment Approval Form” to your Metro Partner to receive the final payment on your grant. Refer to **SD-C-“Metro Partner Contacts”**

Final Project Budget Form

- Total Costs must be broken out into categories below, using the forms provided.
- The sum of the Total Cost in each category must always equal any Non Cash or Cash Matches provided by the applicant, plus the amount of Grant Funds requested (ie. Total Cost = Non Cash Match + Cash Match + Grant Funds)
- Maximum grant = (\$150) x (number of trees to be planted) or \$15,000, whichever is less.

Section 1: Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, Recognition Sign

Item	Unit Cost	Quantity	Total Cost	Non-Cash Match	Cash Match	Grant Funds (paid out of Grant funds)
Total Supplies & Materials						

Section 2: Equipment Costs

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match)	Cash Match	Grant Funds (paid out of Grant funds)
Total Equipment Costs						

Section 3: Volunteer Services and Labor

Number of Individuals	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds (paid out of Grant funds)
Total Volunteer Services and Labor						

Section 4: Paid Services and Labor

Individual	Hours Worked	Hourly Rate	Total Cost	Non- Cash Match	Cash Match	Grant Funds (paid out of Grant funds)
Total Paid Services and Labor						

Grand Totals: Sum of Sections 1 - 4

Total Costs	Total Non-Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)