



## Fiscal Incentive Grant (FIG) Reimbursement Request Form

75% of the total grant amount can be reimbursed upon receipt of all proper and complete documentation prior to completion of the Project. The remaining 25% of the total grant amount will be reimbursed upon completion of the Project and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the project as described in the application. *Complete this form and email it to [racheltoker@utah.gov](mailto:racheltoker@utah.gov).*

<b>Project Name:</b>			
<b>Contract Number:</b>			
<b>Date Submitting for Reimbursement:</b>			
<b>Grant Recipient (Organization):</b>			
<b>Mailing Address for Check:</b>			
<b>Legal Status of Grant Recipient (select one):</b>	<input type="checkbox"/> Governmental Agency <i>or</i> <input type="checkbox"/> Non-Profit Corporation		
<b>Reimbursement Requested:</b>			
<b>Payment Type Requested (select one):</b>	<input type="checkbox"/> Partial (1 <sup>st</sup> payment – 75% of Funding Total) <input type="checkbox"/> Final (2 <sup>nd</sup> payment)* <input type="checkbox"/> Final (only payment)*		
<b>Total Amount</b> spent for project or total amount to date:		<b>If 2<sup>nd</sup> payment</b> , total amount previously received:	
<b>Grant Recipient's Match</b> (if Final Payment):			

\*Only check **Final** if **ALL** work is completed

**Briefly describe what was (or will) be accomplished with these funds:**

**With this request, is the project now complete?**

- Yes. The site visit has been scheduled for: \_\_\_\_\_.
- Yes. A site visit needs to be scheduled (please contact [racheltoker@utah.gov](mailto:racheltoker@utah.gov))
- Yes. There is no need for a site visit; pictures have been provided with closeout.
- No.

**If the project is now complete, have you erected Fiscal Incentive Grant attribution signage?**

- Yes, FIG attribution signage is at the site.
- No, FIG attribution signage is not at the site yet but will be by \_\_\_\_\_.

Please attach a ledger of your expenses plus copies of all invoices as well as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations. Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services, and other expendable property. All expenses to be reimbursed must have been spent on the Project as defined in the contractor's Fiscal Incentive Grant Application.

\_\_\_\_\_  
**Signature & Date**

\_\_\_\_\_  
**Title**

