



Request for Payment

Instructions: Please complete this form and provide material for questions 6 (photos) and 7 (expenditures and receipts) as separate documents. Once complete, submit via e-mail to admin@gcmetrec.com

Organization Name:

Project Title:

Grant Amount:

Name and title:

Mailing Address:

Phone:

E-mail:

Project Start Date:

Project End Date:

Who to make check out to:

(If different than organization name)

1. Which grant program were you awarded funds from?

Community Collaboration Grant Program

Developed Recreation Grant Program

2. Project Description (3-5 sentences):

3. Briefly describe the community impact of your project and/or program (3-5 sentences):

4. How did you choose to acknowledge Met Rec grant funding (as part of the Funding Agreement)?

5. When was the funding acknowledgement given?

6. Please provide 3-5 photos of the project or program as separate documents.

7. Itemized Statement for Expenditures:

Please provide the following information as a separate attachment:

- An itemized list detailing the use of grant funds.
- Copies of all paid invoices for materials received and labor and services performed on the funded work paid for by Grantee, or to be paid upon receipt of funds from the District.