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Gunnison County Metropolitan Recreation District

**Request for Payment**

**Instructions:** Please complete this form following execution of the Funding Agreement by the District and submit via e-mail to admin@gcmetrec.com. For Multi-Year Projects, this form must be completed each year until the Grants are completed. All undefined, capitalized terms used in this Request for Payment shall have the meanings ascribed to them in the Funding Agreement between the District and Grantee.

**Organization Name (Grantee):**

**Grant Project Title:**

**Grant Amount:**

**Name and title:**

**Mailing Address:**

**Phone:**

**E-mail:**

**Grant Period Start Date:**

**Grant Period End Date:**

**Who to make check out to:**

1. **Which grant program were you awarded funds from?**

 [ ]  Capital

 [ ]  Nonprofit Operations Support

 [ ]  Community Collaboration

 [ ]  Multi-year Nonprofit Operations Support

 [ ]  Multi-year Community Collaboration

1. **Submit a Certificate of Insurance** meeting the requirements of Section 5.4 of the Funding Agreement. Please ensure that the *Gunnison County Metropolitan Recreation District* is listed as ‘Additionally Insured’.
2. **List any changes to the budget approved in the Grant Project Application**, attach supporting documents if necessary.
3. **By signing below, Grantee represents and warrants to the District that all work done on the Project will be completed in a good and workmanlike manner and in accordance with the Funding Agreement and Approved Grant Application.**

|  |
| --- |
| [GRANTEE'S NAME] |
| By: |  |
| Name: |  |
| Title: |  |
| Date: |  |

EXHIBIT C

**GRANT PROJECT COMPLETION REPORT FORM**

**[ATTACHED]**

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Gunnison County Metropolitan Recreation District

**Grant Project Completion Report Form**

**Instructions:** Please complete this form following execution of the Funding Agreement by the District and submit via e-mail to admin@gcmetrec.com. For Multi-Year Projects, this form must be completed each year until the Grants are completed. All undefined, capitalized terms used in this Request for Payment shall have the meanings ascribed to them in the Funding Agreement between the District and Grantee.

**Organization Name (Grantee):**

**Grant Project Title:**

**Grant Amount:**

**Actual Grant Funds Expended:**

**Name and title:**

**Mailing Address:**

**Phone:**

**E-mail:**

**Grant Period Start Date:**

**Grant Period End Date:**

1. **Which grant program were you awarded funds from?**

 [ ]  Capital

 [ ]  Nonprofit Operations Support

 [ ]  Community Collaboration

 [ ]  Multi-year Nonprofit Operations Support

 [ ]  Multi-year Community Collaboration

1. **Grant Project Description** (Max 5 sentences)**:**
2. **Briefly describe the community impact of your project and program** (Max 5 sentences)**:**
3. **How did you choose to acknowledge MetRec grant funding (as required by the Funding Agreement)? Please attach evidence of acknowledgement(s) that includes the date given.**
4. **Please provide the following information regarding expenditures and invoices for the completed Grant Project:**
* An itemized statement for actual expenditures on the Grant Project paid for by Grantee with grant funds.
* Copies of paid invoices for materials received and labor and services performed on the Grant Project and paid for by Grantee with grant funds.
* 3-5 photos of the project or program as original file type, size, and resolution.
1. **By signing below, Grantee represents and warrants to the District that the Grant Project is complete and that all amounts due and payable for the Grant Project have been paid. The Grantee also represents and warrants that all work done on the Project was completed in a good and workmanlike manner and in accordance with the Funding Agreement and Approved Grant Application.**

|  |
| --- |
| [GRANTEE'S NAME] |
| By: |  |
| Name: |  |
| Title: |  |
| Date: |  |

EXHIBIT D

**GRANT PERIOD EXTENSION REQUEST**

**[ATTACHED]**

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Gunnison County Metropolitan Recreation District

**Grant Period Extension Request**

**Overview:** MetRec seeks to support its partners in the successful planning and execution of recreation programs and projects. It is understood that unforeseen circumstances can interfere with planned timelines. For that reason, MetRec will consider requests for extensions to the Grant Period set forth in the Funding Agreement between Grantee and MetRec. Requests will be considered for approval by MetRec’s Board of Directors. If approved, a signed copy of this document will serve as an addendum to the original Funding Agreement and be shared with the grantee.

**Instructions:** If you wish to request an extension for your Funding Agreement, please complete this form and provide material for question 3 (if applicable) as a separate document. Once complete, submit via e-mail to admin@gcmetrec.com

**Organization Name (Grantee):**

**Grant Project Title:**

**Grant Amount:**

**Name and Title:**

**Mailing Address:**

**Phone:**

**E-mail:**

**Grant Period Start Date (as stated in the Funding Agreement):**

**Grant Period End Date (as stated in the Funding Agreement):**

**New Grant Period End Date (requested):**

1. **Provide a brief overview explaining why the original program/project timeline has changed and an overview of the new program/project timeline (Max 5 sentences).**
2. **If you have requested a Funding Agreement extension for this program/project already, please describe when and how long of an extension you were granted (Max 3 sentences).**
3. **If the program/project budget has changed, provide a brief overview of how (Max 5 sentences) and include an updated itemized budget that reflects any changes to the original itemized expenditures.**

**Submitted by:**

|  |
| --- |
| [GRANTEE'S NAME] |
|  |
| By: |  |
| Name: |  |
| Title: |  |
| Date: |  |

**Approved by:**

MetRec Board Chair Date