



## Grant Payment Worksheet

Form 8700-002 (R 8/03)

Use the worksheet to itemize all project expenses, including donated labor and donated expenses.

- Attach photocopies of proof of expenses and payments for each item listed.
- Use additional worksheets as necessary. Include Grant Number on each sheet.
- Submit Worksheet(s) and attachments with Grant Payment Request, Form 8700-001, or specific grant reimbursement form, to your DNR Grant Specialist.

### **Date Field and Column Definitions**

**Date Expense Incurred:** Date of invoice, purchase, or service rendered.

- Costs incurred prior to the beginning date or after the ending date of the grant agreement are not eligible for reimbursement, except as noted below.
- Exceptions: Certain land acquisition, design costs, and navigational aids may be available retroactively. Check with your DNR Grant Specialist.

**Invoice #:** Number on vendor invoice or bill associated with the purchase or service.

- Combined Costs: If an invoice combines costs for multiple grants or expenses, identify and explain specific costs associated with each grant expense. Attach a copy of this invoice, as well as proof of payment identified below. Use as many lines as necessary.
- Donated Expenses: Include invoice number if donated expenses are included on an invoice or bill. Otherwise, leave this field blank and go to "Proof of Payment" column.

**Proof of Payment #:** Number on check or money order used to pay the expense. If no proof of payment number, leave blank. Attachments required:

- Expenditure Proof of Payment Examples: Canceled check, with front side of check containing the amount of the check digitally printed by the bank under the signature line; Non canceled check with bank statement showing check cleared account; County payroll vouchers; Credit card statements. For acquisition expenditures, acquisition closing statements.
- Combined Proofs of Payment: If a proof of payment covers multiple expenses or grants, identify payments related to the particular grant expense on a copy.
- Donated Expenses: Volunteer Labor Log Sheet, or other donated labor/services documentation. Include volunteer names, type of work, hours worked, pay rate and totals. Log sheets require signatures of volunteer(s) and supervisor(s).

**Payee:** Name of consultant, contractor, vendor, supplier, etc. to whom payment was made.

**Eligible Project Cost Description (Check Grant Agreement):** Describe expense briefly. Include only eligible expenses as specified in the particular project grant application and grant agreement.

- Acquisition Grant Possible Eligible Expense Examples: Land/Conservation Easement, Recording Fees, Appraisal, Title Insurance, etc.
- Development Grant Possible Eligible Expense Examples: Construction, Equipment Rental, Landscape seed, Mulch, Demolition, etc.
- Other Grant Type Possible Eligible Expense Examples: Materials, Supplies, Maintenance-Grooming; Maintenance-Signage, Maintenance-Other, etc.

**Amount Paid:** The amount of the project cost expense paid out-of-pocket. Enter only actual expenditures in this column.

**Amount Donated:** The amount of value for donated services, labor, equipment, etc. Enter donated amounts in this column.

**Grant Begin Date /Grant End Date:** Dates specified on the first page of your grant agreement or grant amendment.

**Paid Subtotal:** The sum of all paid expenditures listed in this column, on this page.

**Donated Subtotal:** The sum of the value of each donated item listed in this column, on this page.

**Total Project Cost:** (Paid Subtotals all pages) + (Donated Subtotals all pages) = Total Project Costs

- Enter this total on page one of the Grant Payment Worksheet.
- Transfer amount to line 4, "Total Eligible Project Costs This Period" of Form 8700-001, Grant Payment Request.