Minnesota Department of Natural Resources Outreach Grant Program Report and Payment Request Form

PO #: Found on grant contract signature page	Grantee Organization:		
Cuanta a'a navusant	Grantee Address:		
Grantee's payment reference/invoice #: Optional, for grantee's personal records	I certify that I am the individual authorized to request funds; that all services rendered, materials purchased, and expenditures reported are in accordance with the contract agreement, and all original documentation is retained at our offices in		
Work period: Dates of services/goods received	the form of invoices, signed time records, and/ or canceled checks. <i>Copies</i> of these documents are attached as evidence of payment. An original signature or digital signature identity is required on this payment form.		
From			
То	Printed name		
Amount of request:			
\$	TitlePhone		
Final request for funds?			
Yes No	Signature Date		
Additional comments:			

Reminder: Attach scanned *copies* of all invoices/receipts. Keep the originals and a copy of this completed form for your records.

For Department Use Only							
	I have reviewed the evidence provided by the recipient for the goods, materials and/or services presented and they are eligible for payment under the work program.	S					
FY:	Payment approved in the amount of \$	_					
Vendor Name:	State authorized Rep's printed name	_					
	Signature Date	_					
Additional comments:							

Contact Information Grantee Organization name				
Street address				
City			Zip (code
Contact name		Title		····
Email		Phone number		
	ment request <i>(Optional)</i> ent request <i>(Required - Subn</i>			
Total grant awarded	This request	Previous requests	Am	ount remaining
\$	\$	\$	\$	
Grant-funded Budget	Brief description			Grant funds requested
Equipment/Tools/Supplies				\$
Personnel				\$
Curricula and materials				\$
Program fees				\$
Transportation and travel				\$

Match Budget	Brief description		In-kind match	Cash match	Total spent
Equipment/Tools/Suppl	ies				\$
Personnel/Volunteers					\$
Curricula and materials					\$
Program fees					\$
Transportation and trave	el				\$
Grant admin					\$
Contractors					\$
Additional budget items					\$
		TOTALS			\$

Contractors

Additional budget items

\$

\$

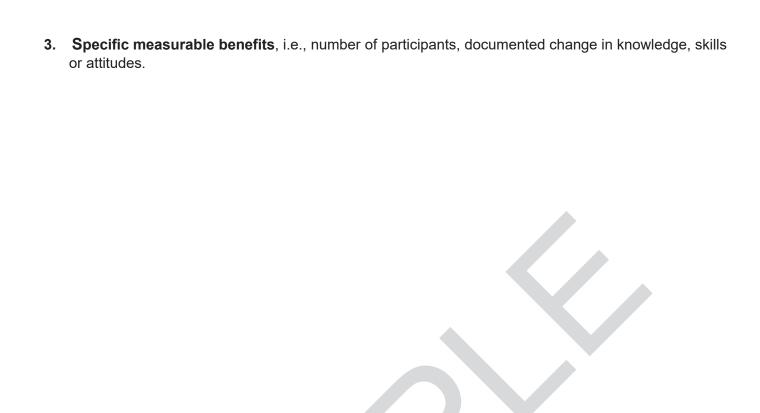
TOTAL \$

Grant Report

Using the space available, provide the following:

1. Brief description of work to date, i.e., progress you've made, including problems encountered.

2. Project success/results, i.e., were the project goals and objectives met?



4. Next steps, i.e., how will the program continue? How will equipment or materials be used in the future? For interim reports, what steps remain to fulfill grant obligations?

