



REDEVELOPMENT COMMISSION

EDUCATIONAL & WORKER TRAINING GRANT REQUEST FOR REIMBURSEMENT

_____ has incurred the following expenses under
(Name of Grant Recipient)
the grant approved by the Hobart Redevelopment Commission on _____, 20__.
A copy of paid invoice(s)/purchase order(s) is/are attached to this form along with cancelled
check(s).

_____ requests reimbursement in the amount of
(Name of Grant Recipient)
\$_____ for expenditures made pursuant to the approved grant. This
requested amount represents 100% of the approved grant.

Date: _____

By: _____

Title: _____

Instructions to Grant Recipients

1. 100% of the approved grant program or expense is to be paid by the grant recipient. Upon submission of proof that all work has been completed and paid for, the RDC will reimburse the grant recipient at 100%. This reimbursement shall not exceed the grant award amount included in the Grant Agreement. There is no reimbursement for expenses incurred prior to full execution of the Grant Agreement.
2. Quarterly grant reports must be submitted to the Redevelopment Grant Manager.
3. If the Redevelopment Grant Manager and/or RDC has any grant compliance concerns after the submission and review of the quarterly reports, the grant recipient will receive written correspondence outlining these concerns. Discussion between the RDC and grant recipient will then be held to resolve concerns.
4. Once the project is complete, submit the attached Request for Reimbursement form with required supporting documentation and photographs that represent the grant program or expense.
5. A completed IRS Form W-9 must be received and on file with the RDC to receive reimbursement.
6. Questions may be directed to the staff member identified below as well as all submittal requirements.

Kate McGill
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Hobart, IN 46342
(219) 942-5517
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