

## KBB FFL GRANT REQUEST FOR FUNDS FORM

Organization \_\_\_\_\_  
Project \_\_\_\_\_

Contact Person \_\_\_\_\_

Report Period Dates: \_\_\_\_\_

Contract Amount of KBB Funds \_\_\_\_\_

### Budget

### Category Breakdown

KBB Funds Spent	Plant Materials	Design Services	Installation Labor	Irrigation	** Other
A. _____	A. _____	A. \$ _____	A. \$ _____	A. \$ _____	A. _____
Applicant Matching Funds Spent					
B. _____	B. _____	B. \$ _____	B. _____	B. \$ _____	B. _____
Total Amount Spent					
C. _____ (A&B)	C. _____ (A&B)	C. \$ _____ (A&B)	C. _____ (A&B)	C. \$ _____ (A&B)	C. _____ (A&B)

\* Category Breakdown Amounts must equal Budget Amounts

\*\* Identify on Summary of Enclosures

CERTIFICATION: I certify that the above data is correct, and that the costs shown have been made for the purpose of, and in accordance with, the terms of the contract. The funds requested, are for reimbursement of actual costs made during this time period.

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **Title:** \_\_\_\_\_

**TYPED NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

# KBB FUNDS SPENT

## KBB FFL GRANT REQUEST FOR FUNDS FORM

### SUMMARY OF ENCLOSURES

**Be sure to attach a copy of all invoices & receipts**

Grantee \_\_\_\_\_

Date: \_\_\_\_\_

Budget Line Item

Paid To:

For

Check

Number

Amount

Amount KBB

Reimbursement

Plant Materials

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**APPLICANT MATCHING FUNDS SPENT  
SUMMARY OF ENCLOSURES**

**KBB FFL GRANT**

Grantee: \_\_\_\_\_

Date: \_\_\_\_\_

**Be sure to attach a copy of all invoices, receipts & documentation of inkind services**

<u>Budget Line Item</u> <u>Paid To or Donor:</u> <u>value</u>	<u>For</u>	<u>Check</u> <u>Number</u>	<u>Amount Paid or</u> <u>inkind</u>
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## **KBB FFL GRANT FINAL PROGRESS REPORT**

Report Period: From February 19 2018 To April 30, 2018

Grantee \_\_\_\_\_

Contact Person : \_\_\_\_\_

**Answer each question in detail, using a separate sheet of paper, if necessary.**

1. Has the Scope of Work been met? Describe the completed project.

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2. Did expenditures fall within the budget categories?

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3. Did the project have the anticipated results?

4. How can the project be improved or expanded?

\* Two photos from different angles of the completed project shall be submitted with the final report.

**KBB FFL GRANT**  
**REQUEST FOR AMENDMENT**

Grantee : \_\_\_\_\_

Contact Person \_\_\_\_\_

Check the type of amendment you are requesting and answer the corresponding questions.

Extension \_    Scope of Work \_\_\_\_\_    Budget \_\_\_\_\_

1.    Extension - Indicate length of extension and reason project cannot be completed under original contract.
  
2.    Scope of Work - Attach Scope of Work as it appears in grant, and Scope of Work as you would like it amended (attach only section to be amended in both cases).

What are your reasons for requesting Scope of Work Amendment?

3.    Budget - Attach current budget as it appears in the grant and your budget as you want it amended.

What are your reasons for requesting a Budget Amendment

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**KBB APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**KBB FFL GRANT**

**IN-KIND DONATION**

To \_\_\_\_\_

From: \_\_\_\_\_

Qty.	Description of Goods or Services	Value \$
Total Donation		

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone

Value of in-kind services valued at prevailing market or retail rates

