

**METRO EAST PARK AND RECREATION DISTRICT**  
**GRANT REIMBURSEMENT REQUEST FORM**  
(PLEASE TYPE FORM – ONLINE TYPING IS AVAILABLE)

Project Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Final (Total) Project Cost: \$ \_\_\_\_\_ Grant Reimbursement Request: \$ \_\_\_\_\_

Submit this packet only after the project is complete and a permanent acknowledgment sign has been posted at the project site. Forty-five (45) days should be allowed after the Metro East Park and Recreation District receives this packet for verification of documentation, final approval of the reimbursement request, final site inspection, and actual grant reimbursement payment. The Metro East Park and Recreation District may request additional documentation which could extend this timeframe.

I. Submit the following for any Contracted (Bid) Construction Costs:  Not Applicable

- A brief yet concise description of each contract.
- Proof of bid advertisement(s) from local newspapers.
- Copies of contractor pay request(s) along with canceled check(s) or final lien waiver(s).
- A total for this section: \$ \_\_\_\_\_

II. Submit the following for any Non-Bid Construction Costs:  Not Applicable

- An itemized listing of materials purchased (include quantity, dates, company, proof of purchase).
- An itemized listing of donated time and/or material (not reimbursable).
- An itemized listing of hired (non-bid) labor.
- An itemized listing and documentation of any in-kind labor.
- A total for this section: \$ \_\_\_\_\_ (Do not include donated time or materials)

III. Submit the following for any Architectural / Engineering Services:  Not Applicable

- Copy of signed contract/agreement.
- Copy of each pay request and canceled checks verifying proof of payment.
- A total for this section: \$ \_\_\_\_\_

IV. Submit other costs that are a part of your Grant Reimbursement Request:  Not Applicable

- Please itemize and document each.
- A total for this section: \$ \_\_\_\_\_

V. Submit no less than six (6) photos of the project site/area/development (from various viewpoints).

- Photos can be printed or on a CD or flash drive. CDs and flash drives will not be returned.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## Mail Reimbursement Packet to:

Metro East Park and Recreation District  
Attn: Jen Cochran, Grant Coordinator  
104 United Drive  
Collinsville, Illinois 62234

## Reimbursement Packet Questions:

Call Jen Cochran at (618) 346-4905 or visit [www.meprd.org](http://www.meprd.org)