

## Instructions for completing the Funds Draw Forms (Economic Development Grant Program)

Document the details of the project expenditures on the "Details of Expenditures for Grant" form (Page 2). To complete this form, please do the following:

*Column 1*, list each of the Eligible Activities as listed in the grant budget.

*Column 2*, list the name for each payee in that eligible activity.

*Column 3*, list the documentation enclosed, i.e., an Invoice or Letter **and/or** a Check or Receipt.

*Column 4*, list the dollar amount expended.

*Column 5*, list the check number attached to match the expenditures. Refer to the sample below:

| <u>Eligible Activities</u>     | <u>Payee</u> | <u>Documentation</u> | <u>Amount</u> | <u>Check Number</u> |
|--------------------------------|--------------|----------------------|---------------|---------------------|
| Real Estate - New Construction | Name         | Invoice and check    | Dollars       | XXXX                |
| "                              | Name         | Invoice and receipt  | Dollars       | XXXX                |
| Land Acquisition               | Name         | Invoice and check    | Dollars       | XXXX                |

Then submit a summary of each eligible activity that is being accounted for in the *Expended for Period* column on the Funds Draw Form (Page 4). Be sure to complete the other columns.

### Schedule for Drawing Grant Funds:

- Finance Fund has no limit on the number of draws, but does require each draw to be a minimum of \$2,000.
- Checks shall be disbursed within thirty (30) days of receipt of all required expenditure documentation.
- Appropriate documentation must include, but not be limited to the following: copies of cancelled checks (front and back) accompanied by an invoice or voucher, payroll records, receipts, descriptions and explanations, notarized lien waivers and/or other data, as appropriate, evidencing all expenditures. All documentation must correspond to approved eligible activities listed in the budget and be dated on or after the effective date of the Agreement.
- If the cancelled check is not submitted as described above, payment shall be in the form of a two-party check made payable to Grantee and the company performing the service.

Forms can be emailed to: Tamra Hall, Paralegal and Information Assurance Officer at [thall@financefund.org](mailto:thall@financefund.org). Questions concerning grant reporting should be directed to Tamra Hall at (614) 568-5052.







**Funds Draw Form - Economic Development Grant Program**

|              |
|--------------|
| Agreement #: |
| Grantee:     |

|               |
|---------------|
| Report Date:  |
| Period Dates: |

| Cost Item                      | Total Grant Budget | Grant Previously Expended | Expended for Period | Total Grant Expended | Grant Budget Match\$\$ | Match Previously Expended | Expended for Period | Total Match Expended |
|--------------------------------|--------------------|---------------------------|---------------------|----------------------|------------------------|---------------------------|---------------------|----------------------|
| Land Acquisition               |                    |                           |                     |                      |                        |                           |                     |                      |
| Land Improvements              |                    |                           |                     |                      |                        |                           |                     |                      |
| Real Estate - New Construction |                    |                           |                     |                      |                        |                           |                     |                      |
| Real Estate – Rehab/Renovation |                    |                           |                     |                      |                        |                           |                     |                      |
| Real Estate - Acquisition      |                    |                           |                     |                      |                        |                           |                     |                      |
| Leasehold Improvements         |                    |                           |                     |                      |                        |                           |                     |                      |
| Infrastructure                 |                    |                           |                     |                      |                        |                           |                     |                      |
| Furniture/Fixtures             |                    |                           |                     |                      |                        |                           |                     |                      |
| Machinery/Equipment            |                    |                           |                     |                      |                        |                           |                     |                      |
| Working Capital                |                    |                           |                     |                      |                        |                           |                     |                      |
| Administration                 |                    |                           |                     |                      |                        |                           |                     |                      |
|                                |                    |                           |                     |                      |                        |                           |                     |                      |
|                                |                    |                           |                     |                      |                        |                           |                     |                      |
| Total Cost                     |                    |                           |                     |                      |                        |                           |                     |                      |