



Endless Mountains Heritage Region, Inc.

602 Main Street, Suite 7, Towanda, PA 18848
Phone: 570-265-1528

emheritage.org

Instructions

Reimbursement

The grantee is eligible for reimbursement of expenses for services and materials that have been completed and paid for. Unless other arrangements have been made with EMHR, projects with grant awards of \$5,000 and below should be 100% complete and paid for in full before submission of final documentation for reimbursement; projects with grant awards over \$5,000 are eligible for partial reimbursement at 50% project completion.

Reimbursement will be based on the amount expended to date on the total project (documented by receipts and paid invoices) divided by half, up to the amount of total grant award. Grantees are required to provide matching funds equal to the amount of the grant award (1:1 match).

Example - \$10,000 grant award; \$10,000 matching funds; estimated project total cost of \$20,000:

A reimbursement request is submitted when \$10,000 has been expended to date; EMHR will reimburse \$5,000 – half of the grant award.

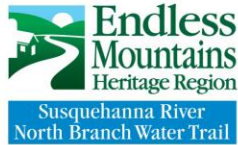
“Reimbursement Request Summary” and “Cash Expenditures” Forms

Please include ALL eligible cash expenditures that were used to pay for the total project costs. Include copies of all receipts, invoices and checks used to pay for materials, labor, service, etc. Include all project expenditures for the total project costs, even if the match is greater than the minimum 1:1 ratio of grant award to match. EMHR requires additional matching funds to satisfy our DCNR contract. We achieve this through grantee projects with matching funds in excess of the 1:1 minimum requirement. Note that ineligible costs include food, lobbying,

“Non-Cash Contributions” - Forms

Please include ALL non-cash contributions, even if the total exceeds minimum requirements. Higher levels of leveraged funds are important statistics tracked by EMHR and the Department of Conservation and Natural Resources (DCNR) and demonstrate the value of the program to Heritage Region communities and the state legislators and governor.

“Non-Cash Contribution Form:” All contributed materials and services must be documented. The organization/business making the donation must provide a signed letter or invoice confirming the contributed items along with their value.



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“Non-Cash Contribution Forms – Volunteer Time & Group Volunteer Time:” Volunteer time for performing necessary services that otherwise would be completed by a paid consultant or contractor. The allowable **2018** in-kind labor rate for adult volunteers in Pennsylvania is **\$24** per hour for Pennsylvania as published by Independent Sector, a leadership network for non-profits, foundations and corporations. Current rates can be found at https://www.independentsector.org/volunteer_time. Please check the rates, as they are periodically updated. Please contact EMHR to determine hourly labor rates for skilled labor, e.g. electricians, backhoe operators, etc. as necessary.

“Record of Funding Sources for Match Form”: (include only when submitting final reimbursement request) Please provide a summary list of funding sources other than the EMHR grant used towards total project cost. Matching funds are tracked by EMHR and the Department of Conservation and Natural Resources (DCNR). Funds from federal sources or other Pennsylvania agencies (other than PA DCNR) are eligible as match.

Record-Keeping:

Grantees are required to keep all documentation, reports, invoices and receipts on file for three years from the close out date in the event of an audit.