Description of Financial Documentation

Grantee, congratulations on your award! You will receive a portion of your total grant award upfront to support initial project costs. Once you are ready to request reimbursement, financial documentation will need to be provided to our office which proves funds were spent as outlined in the approved project budget (located in Exhibit B of the grant agreement). Also located under Exhibit B is an explanation of claim disbursements for the project.

Below is a checklist to assist you in gathering and organizing documentation, reflecting financial spending throughout the life of your project:

- Invoices
- Receipts
- Copies of Checks
- Bank Statements

It is recommended that this documentation is collected as the project progresses to ensure all documentation is on hand at the end of the project and to assist you in completing the Final Report. In the Final Report, you will be asked to detail spending. Requested information will be as follows:

- Name of Vendor (person/company providing services)
- Description of Service
- Invoice Amount
- Check No. (if not paid by check, provide bank statement)
- Date Paid
- Amount Paid by Grant Funds or Amount Paid by Local Funds (Match)
- If paid with Local Funds, list the source.

It is recommended that Grantees track this information in an excel sheet, or utilizing another software of choice, to assist in tracking spending throughout the life of the grant.

Please feel free to reach out to OCRA or Grant Services if you have any questions.

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