



Placemaking Grant Reimbursement Requirements

To receive grant funds, cities must submit the following **after project completion**:

1. Final Report / Project Summary

- A brief written summary describing:
 - What was completed
 - Who was involved
 - Any unexpected outcomes
 - How the project supports placemaking and community goals

2. Proof of Project Completion

- **Clear photos of the completed project**
 - Images should show the placemaking improvement(s) funded by the grant
 - Before-and-after photos are encouraged but not required
 - Photos may be used by GCF/GMA for promotional purposes

3. Proof of Payment and Budget Report

- Paid receipts or invoices for all project-related expenses
- Receipts should clearly show:
 - Vendor name
 - Date of purchase
 - Item or service provided
 - Amount paid
- A brief expense report or budget summary documenting:
 - Total project cost
 - Grant-funded expenses
 - City's required 20% cash match
- The report should demonstrate that the city contributed at least 20% of the grant amount in local funds

Important Timing Notes

- Projects must be completed by November 30, 2026
- Reimbursement requests and final documentation are due by December 31, 2026
- Grant funds are reimbursable only and will be disbursed after documentation is reviewed and approved

Submit report and reimbursement request via email to:

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