EAGLE COUNTY CONSERVATION DISTRICT

REQUEST FOR REIMBURSEMENT

50/50 Conservation Grant — Eagle County Conservation District

Grantee Name:	**Project Title:**
Submission Date:	**Request Type:** ☐ Partial ☐ Final

Expense Category & Amount Requested	Required Backup Documentation
☐ **Personnel / Hired Labor** Amount Requested: $	☐ **Paystub or check** showing employee name, pay period, and hours worked *Note: personal landowner/manager labor is not eligible (see below)*
☐ **Professional / Contracted Services** Amount Requested: $	☐ **Paid invoice** from contractor (name, services performed, date, amount) ☐ **Receipt** confirming payment (e.g., paid stamp, cash receipt)
☐ **Supplies & Materials** Amount Requested: $	☐ **Itemized receipt** showing item descriptions, quantities, and unit prices ☐ **Receipt** confirming payment
☐ **Equipment Rental** Amount Requested: $	☐ **Signed rental agreement** identifying equipment, dates, and rental rate ☐ **Paid invoice** or receipt confirming payment *Note: equipment purchases are not eligible (see below)*
☐ **Travel / Mileage** Amount Requested: $	☐ **Mileage log** with date, origin, destination, and miles for each trip ☐ **Rate**: reimbursed at the federal rate (72.5¢/mile)
☐ **Other (describe below)** Amount Requested: $	☐ **Description required**: attach a brief written explanation of the expense and how it relates to the approved project scope in Exhibit B ☐ **Paid invoice or receipt** confirming payment
⚠ **NOT ELIGIBLE — will not be reimbursed:** Equipment purchases (e.g., no-till drill, manure spreader, tractor) • Personal landowner or land manager time / labor	
TOTAL AMOUNT REQUESTED THIS SUBMISSION: $	

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MATCH DOCUMENTATION

Your grant requires a minimum 50% match of total project cost. At least 50% of that match must be cash; in-kind may not exceed 50% of total match. Document all match contributions below.

Match Type	Required Amount	Amount Documented to Date	Required Documentation
Cash Match — Contracted services, materials, rentals, hired labor paid by applicant	$	$	☐ Paid invoices or receipts for each cash expenditure
In-Kind Match — Landowner/manager labor(CSU custom rates required; not reimbursable by ECCD)	$	$	☐ Time log: name, date, activity, hours ☐ CSU Custom Rate applied (cite source & rate used)
In-Kind Match — Landowner-owned equipment use(not reimbursable by ECCD)	$	$	☐ Log: equipment type, date, hours used ☐ Rate source (CSU custom rate or other — cite source)
Other Match Contribution (describe below)	$	$	☐ Written description of contribution and how it supports the project ☐ Supporting documentation or receipts as applicable
TOTAL MATCH	**$**	**$**	Must be ≥ 50% of total project cost. At least 50% of match must be cash.

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By signing below, I certify that:

☐ All expenses listed are accurate, eligible under the grant agreement, and consistent with the approved Exhibit B.

☐ All work was performed on or after the Agreement Effective Date.

☐ All attached receipts are original and have not been previously submitted for reimbursement.

☐ All work is being completed in compliance with the approved Exhibit A and grant agreement terms.

☐ Invoice dates fall within the grant period: from _____ to _____

Grantee / Landowner / Land Manager Signature Date

Printed Name

FOR ECCD USE ONLY

Date Received: _____ Amount Approved: $_____ Check #:
Date Paid: _____
Reviewed by: _____ Notes:
_____