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2021 GRANT REIMBURSEMENT GUIDE

Grant Payments

- **Reimbursement** – Funds are paid upon project completion. All requests for reimbursement must include the Reimbursement Request form, available on the Heritage Oak Cliff website. Complete the form and submit with clear photographs, receipts and documentation of the project. Submit requests for payments to vpneighborhoods@heritageoakcliff.org.
- **Collaborative Media and Recognition** - Promote and recognize Heritage Oak Cliff as your partner in completing the work of this grant, such as a mention on your website, newsletter or social media. A sign or plaque at your project is also a great way to acknowledge Heritage Oak Cliff.
- **Neighborhood Improvement Grant** - Grant allocations can be paid directly to vendors or to the organization, c/o the treasurer with project-specific paid receipts. Grant awards not utilized within twenty-four (24) months will be forfeited (i.e. – funds awarded for a 2021 application will expire June 30, 2023).
- **Community Building Grant** - Grant allocations will be paid to the neighborhood association, c/o the treasurer, with project-specific paid receipts upon successful completion of the project or event. Community Building grant awards not utilized within twelve (12) months will be forfeited (i.e. – funds awarded for a 2021 application will expire June 30, 2022).

Reimbursement Requests

Distributing payments for completed projects is our favorite part of the process. Here's how to create a package requesting reimbursement.

1. Complete the Reimbursement Request form.
2. Ensure you are requesting no more than 60% of actual payments for your project, even if your total grant award was higher than 60%.
3. Make sure no tax is included in the amount you request for reimbursement.
4. Include copies of all project receipts. These should be itemized in the reimbursement request.
5. Please also include photos of your completed project. The photos show evidence of the project completion, and we love seeing your neighbors enjoying the fruits of your labor!
6. In lieu of photos (or in addition to), you may send the link to your website improvements, or copies of marketing materials the project created (such as neighborhood directories, door hangers), etc.
7. Explain how you will (or already have) promote Heritage Oak Cliff as your partner in improving Oak Cliff. Such things as media collaboration, recognition on your website or Facebook page, mention in your newsletter, and announcements at your meetings and other events helps sustain the momentum for improvements in our Oak Cliff community.
8. Send your package to: vpneighborhoods@heritageoakcliff.org. The VP Neighborhoods or proxy will review the request against the proposed projects and approve, or request additional information. Once approved the request is forwarded to the Treasurer for reimbursement.
9. Allow 3 - 6 weeks for reimbursement processing.

