Community Development
101 First Street SE
Cedar Rapids, IA 52401

tel 319.286.5428

CEDAR RAPIDS
City of Five Seasons®

Neighborhood Reimbursement Request

July 1, 2016—June 30, 2017

FUNDING REQUEST APPLICATION NOTES

>> Use this form to request a reimbursement for neighborhood projects. Examples of eligible projects include neighborhood cleanups, social events to boost and expand association participation, or plantings in neighborhood public spaces.

- Dated and itemized receipts are required for all expenses.
- Incomplete forms and lack of supporting documentation may result in a delayed reimbursement.
- Neighborhood newsletters, gift cards, and purchases of alcohol are not eligible for funding.
- Completed forms should be mailed to the address above or sent by email to k.sanchez@cedar-rapids.org.
- Allow at least three weeks for request to be processed.
- Funding requests are due by no later than **July 7, 2017**

SUBMITTAL CHECKLIST

Submittal Item	✓
Signed application	
Project contact information	
Project start/end dates	
Copies of itemized receipts	
Mailing address for check	

ITEMIZED PROJECT FUNDING REQUEST

Please provide descriptions and costs for neighborhood

Item	Cost
Total Reimbursement Request	

CONTACT INFORMATION

Amount Requested $_____

Neighborhood _____

Project Contact _____

Phone Number _____

Email _____

Payee_____

Mail Check To _____

(address) _____

PROJECT INFORMATION

Project Start Date_____

Project End Date _____

Project Description _____

_____

_____

_____

_____

How does this project benefit the neighborhood?

_____

_____

_____

_____

_____

Neighborhood contributions (monetary/in-kind) *[Optional]*

_____

_____

_____

FUNDING REQUEST INFORMATION

Today's Date _____

President Signature_____

Project Contact Signature_____
(if different from President)

>> The signatory above declares that she/he is the elected chair or president of the neighborhood association.
>> The signatory affirms that any funds received as a result of this application will be used only for the purposes detailed in this funding request.