



# Micro Grant Request for Funds

**Date:**  
**Grant Recipient:**  
**Project Location:**

**Check Payable to:**  
**Address:**  
**City, State, Zip:**

Submit this form along with invoices/receipts to request funds when you incur expenses for your micro grant project. Grant funds cover hard cost expenditures, up to the grant award amount or 50% of the project value (whichever is less). Park Pride will hold 10% of the grant award amount until receiving the completed final report and photos. If this is your first request for funds, fill in **all** expenditures to date. Subsequent requests should include **new** expenditures only.

Hard Costs			In-Kind		
Materials Purchased*			Donated Materials*		
Description	Item Source	Cost	Description	Item Source	Value
<b>Subtotal:</b>			<b>Subtotal:</b>		

Hired Labor/Services*			Volunteer Labor			
Description	Service Provider	Cost	Description	# of Volunteers	# of Hours <small>(Per volunteer)</small>	Value <small>(\$20/person/hour)</small>
<b>Subtotal:</b>			<b>Subtotal:</b>			

<b>Hard Cost Total:</b> <small>(materials + hired labor/services)</small>	
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<b>In-Kind Total:</b> <small>Donated Materials + volunteer labor</small>	
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<b>Total Expenses</b> <small>hard costs + soft costs</small>	
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\*Attach an invoice, purchase order, or receipt for each expenditure listed.  
Email this form and invoices/receipts to [amanda@parkpride.org](mailto:amanda@parkpride.org) or fax to 404-546-9688. Questions? Call Amanda at 404-546-7981.