



THE COMMUNITY FOUNDATION
of FREDERICK COUNTY
For Good. Forever. For Frederick County.

Reimbursement Request Guidelines for Grants over \$1,000

Start with Your Program Budget

Planning for reimbursement requests starts with your program budget. Your budget should reflect your anticipated expenditures by category. Use categories that are specific enough to express how the funds will be used but broad enough to allow some flexibility. For example, using a catch-all like program or operating expenses would be overly broad, but categories like salary, transportation, outreach materials are useful for explaining how the funds will be used. Certain categories of expenses are ineligible for reimbursement, so please do not include them in your budget:

- Project or organizational debt
- Non-cash expenses, including depreciation and in-kind expenses
- Operating expenses unrelated to the program or project, including but not limited to audit or financial review, D&O insurance, etc.

Reimbursement to Your Organization or Direct Vendor Payments

The Community Foundation can make reimbursements to your organization or can pay vendors directly. Reimbursements require proof of payment (see below), but a direct vendor payment just requires an invoice. The Community Foundation will contact a vendor directly to request a W-9, if required, and will issue a 1099 at year's end, if necessary.

Documentation for Payment

Reimbursement requests must be substantiated by proof of payment. Proof of payment for external vendors can include cancelled checks and vendor or credit card statements showing payment received. Proof of payment for operating expenses may be a profit and loss statement (project-specific or organization-wide) from your organization's financial system signed by the CEO and the organization's Treasurer, along with an allocation schedule for operating expenses. In addition to signing the profit and loss, the CEO and Treasurer must attest that the profit and loss has been reconciled to the organization's bank account and is a true report of the organization's expenditures.

Timeline for Submission

You may request reimbursement on any timeline that works for your project as long as the request is submitted by the due date in your grant agreement.

Minimum Request

The minimum reimbursement request is \$250. Where possible, the Community Foundation appreciates reimbursement requests of at least \$500.