

Appendix E: Grant Disbursement and Compliance Form

Grantees are required to provide the MEDC with the following compliance reporting data. This information (which is subject to change) will be emailed by grantees to the grant manager and must be completed and returned with the Grant Disbursement Request (part of the executed grant agreement) in order to receive funds.

Instructions: Grantees are required to provide the following information along with their Grant Disbursement Request (which will be part of executed grant agreement).

Grantee Information			
Date Grant Disbursement and Compliance Form Submitted:			
Organization Name (Grantee):			
Point of Contact	First and Last Name:		
	Title:		
	Email:		
	Phone:		
Business Information			
Name of the Business:			
Physical Address:			
City, State, Zip:			
County:			
Total Grant Amount Awarded:			
Brief description of completed project:			
What did the business report as job retained?			
What did the business report as jobs created?			
Is the business a "new" business (open 12 months or less)?			
Grant Reimbursement Information			
The Grantee will be required to submit proof of payment (i.e., paid receipt) of Eligible Expenses and the minimum required Grantee match amount. Please use a separate line for each submitted receipt. Receipts for Eligible Expenses should total the total grant amount plus at least 10% of the grant total.			
Date of Receipt	Vendor	Item	Cost

