

DOWNTOWN INCENTIVE PROGRAM – GRANT REIMBURSEMENT PROCEDURES

The following information is required to issue grant reimbursement payment. Electronic submissions are encouraged but not required. Hard copies may be left at City Hall c/o Andrew Dane - Downtown Incentive Program.

Checks will be issued after the City Council meets to authorize payments. Council meets twice per month. Grant recipients can expect reimbursement 2-4 weeks after the documentation is received.

- Summary statement of total eligible project costs incurred (**fill in below**)
 - Grant award amount as identified in contract (\$ amount) _____
 - Total project cost incurred (\$ amount)_____
 - Owner costs incurred (\$ amount)_____
 - Requested matching grant reimbursement (\$ amount)_____
 - Signature attesting that the expenses reported are in accordance with the terms of the signed Downtown Incentive Grant Agreement between Applicant and City)
 - (Applicant Signature) _____
 - (Owner Signature; if applicant does not own building) _____

- Proof of vendor/contractor payment with following information **as documented in a paid invoice; copy of cleared check; receipt; or other third party documentation.**
 - Vendor name, address, phone number
 - Description of materials or services purchased
 - Cost of purchase(s)
 - Date of purchase(s) - show either the invoice date or date received

- Proof of completed work
 - Final inspection report (issued by Waupaca City Inspector)
 - Digital photo (façade recipients only)

- Signed W-9 form

- No outstanding taxes or fees owed to City