



## Local Government Progress Report Form

Project Title: \_\_\_\_\_

Grant Agreement No.: \_\_\_\_\_

Grantee (Sponsoring Entity): \_\_\_\_\_

Contact Name and Phone No.: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Grant Program:  Mini Grant  LPOR  Planning  
 School Yard  Special Initiative \_\_\_\_\_

GRANT AMOUNT REQUESTED: \_\_\_\_\_

\*A progress payment will **never exceed** 50% of the grant amount **or** 70%-75% of the funds expended to date for the project, **whichever is less.**  
(Please see footer for details on the matching requirements for each program)

CASH MATCH EXPENDED TO DATE: \_\_\_\_\_

OVERALL MATCH EXPENDED TO DATE: \_\_\_\_\_

TOTAL PROJECT COST TO DATE: \_\_\_\_\_

PERCENT CASH MATCH TO DATE\*: \_\_\_\_\_

PERCENT OVERALL MATCH TO DATE\*\*: \_\_\_\_\_

**REIMBURSEMENT OF GRANT IS MADE UPON PROJECT COMPLETION AND SUBMISSION OF THE FOLLOWING ITEMS. DESCRIBED IN MORE DETAIL BEGINNING ON PAGE 2:**

- 1) Approved Project Budget
- 2) Actual Expense Worksheet, signed by finance department
- 3) Copies of invoices\*\*\*
- 4) Statements detailing the value of donated services/materials/equipment (in-kind)
- 5) Bank statement or letter confirming wire information
- 6) Designation of electronic funds transfer type (please select one below):
  - ACH transfer
  - Wire transfer
- 7) ACH or wire transfer instructions (based on your selection above) that you have received from your banking institution.

**Please read the following statement, sign and date below to verify its accuracy.**

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the Board. The grantee certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO's auditors for a period of five years, in accordance with the GOCO Grant Agreement.

By: \_\_\_\_\_  
(signature must be from the grantee organization)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*Percent of cash match: **10%**

\*\*Percent of Overall Match: **25%**

\*\*\*For all cash expenditures over: **\$1,000** for Local Government, Planning, Special Initiative; **\$500** for Mini, Special Initiative, School

## Progress Report Instructions

1. **APPROVED PROJECT BUDGET** Submit a copy of the budget that was included with the signed grant agreement.
2. **ACTUAL EXPENSE WORKSHEET** The actual expense worksheet is a financial breakdown of your actual expenses paid to date and assists GOCO staff in locating corresponding financial documentation within your report.

The Actual Expense Worksheet must:

- Be presented in the template provided by GOCO. It is available at [www.goco.org](http://www.goco.org).
- Track invoices in the order presented within the report.
- Account for every GOCO-eligible cost associated with the project even though invoices for expenditures less than \$1,000 will not be submitted.
- Be signed off on by a representative of the grantee's finance department.
- Include only eligible project expenses as stated in the GOCO Local Government application. Ineligible items include: applicant and partner staff time, administrative, clerical or travel expenses, non-fixed assets (purchase of tools or equipment) and maintenance costs.

Description of Actual Expense Worksheet Columns:

- **Invoice code:** include a label that corresponds to the labeled invoices and in-kind statements provided in the report. All invoices must be organized in the same order as presented on the actual expense worksheet.
  - **Vendor:** provide the vendor name as it appears on the invoice or the in-kind provider name as it appears on the statement.
  - **GOCO cash:** indicate the amount of that invoice that will be paid for by your GOCO grant.
  - **Grantee Cash Match:** indicate the amount of that invoice that will be paid for in cash by the grantee.
  - **Grantee In-kind Match:** indicate the amount of in-kind match provided by the grantee.
  - **Partner Cash Match:** indicate the amount of that invoice that will be paid for in cash provided by sources other than the grantee.
  - **Partner In-kind Match:** indicate the amount of in-kind match provided from sources other than the grantee.
  - **Total:** indicate the total amount of the invoice.
3. **COPIES OF INVOICES** Enclose copies of invoices for all cash expenditures paid to date over \$1,000. Do not submit invoices less than \$1,000. It is necessary that all invoices are labeled to correspond with the "invoice code" category on the Expense Worksheet. Please include project-related expenses only. You must identify project expenses from non-project expenses when an invoice incorporates both. **DO NOT INCLUDE COPIES OF CHECKS.**
  4. **IN-KIND DOCUMENTATION** To demonstrate in-kind contributions of labor, materials and/or equipment, you must attached invoices or letters on letterhead from vendors identifying the value of items donated to date. If labor was completed, the invoice must include a description of the work completed, the number of hours worked, the rate per hour and a total. If equipment was used, the invoice must include the number of hours it was used, the cost per hour and a total. If a vendor provided a discount on labor, materials or equipment, the invoice that clearly notes that discount will suffice for documentation. For example, if a playground vendor provides a 10% discount on their services, highlight that 10% on the invoice and note it as an in-kind contribution.
  5. **WIRE INSTRUCTIONS** All grant reimbursements will be sent to you via ACH or wire transfer, depending on your selection. Your banking institution's transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.