



## INSTRUCTIONS FOR REQUESTING AWARD FUNDS Reimbursable Grants

### **Requesting Reimbursement of Expenses**

In order to initiate a reimbursement, your organization must submit a report to release funds for project tasks accomplished. Unless permitted under the Terms and Conditions of the particular agreement, do not submit requests for advance more frequently than monthly. Refer to your grant agreement for specific requirements.

When your organization is ready to request grant funds from the NFF, Please upload the report through the reporting process on the [Grantee Resources](#) page, and email this form to [grants@nationalforests.org](mailto:grants@nationalforests.org) with the subject line **CASH REQUEST**.

1.

<b>Organization Name:</b>	
<b>Project ID:</b>	
<b>Today's Date:</b>	

2.

<b>Period of Reimbursement:</b>	
<b>Amount Requested <i>this Invoice</i>:</b>	
<b>Total Requested <i>to Date</i>:</b>	

3. Check the box for the report submitted according to instructions above.

- Update
- Final Report
- Signed Cumulative Financial Report

The NFF typically processes funding requests Tuesday mornings, and transfers funds via ACH no later than the following Monday. Depending on the structure of your grant, we will make up to two deposits in your account for each reimbursement request. No confirmation of receipt is required.

**Questions:** Contact (406) 830-3357 or [grants@nationalforests.org](mailto:grants@nationalforests.org)

Electronic versions of this form can be downloaded from <https://www.nationalforests.org/grant-programs/resources>.