

Grant Fund Disbursement Request Document

Project Information

Project Title:	Community Green Space Development
Grant Reference No.:	GF-2024-1357
Organization Name:	GreenFuture Initiative
Project Manager:	Alex Kim
Contact Email:	alex.kim@greenfuture.org

Request Details

Disbursement Amount Requested:	\$18,500
Date of Request:	2024-06-22
Disbursement Phase:	Phase 2/3
Summary of Use:	Procurement of materials and labor for park landscaping, installation of benches, and community workshop facilitation.

Budget Utilization Summary

Budget Item	Amount Spent	Amount Requested
Materials	\$6,000	\$7,500
Labor	\$5,000	\$7,000
Workshops	\$2,000	\$4,000
Total	\$13,000	\$18,500

Supporting Documents

Document Type	Description
Invoices	Invoices for all materials purchased and labor contracted to date.
Progress Report	Updated project status and photographic evidence of project milestones.
Budget Statement	Detailed statement of budget expenditures so far.

Authorized Signature
(Project Manager)

Date

Important Notes

- Ensure all expenditures align with the approved grant budget and project plan.
- Attach clear and itemized supporting documents for all requested amounts.
- Incomplete or inaccurate requests may delay fund disbursement.
- Retain copies of all submitted documents for audit purposes.
- Adhere to disbursement schedules outlined in the grant agreement.