

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.