



REDEVELOPMENT COMMISSION

EDUCATIONAL & WORKER TRAINING GRANT REQUEST FOR REIMBURSEMENT

\_\_\_\_\_ has incurred the following expenses under  
(Name of Grant Recipient)  
the grant approved by the Hobart Redevelopment Commission on \_\_\_\_\_, 20\_\_.  
A copy of paid invoice(s)/purchase order(s) is/are attached to this form along with cancelled  
check(s).

\_\_\_\_\_ requests reimbursement in the amount of  
(Name of Grant Recipient)  
\$\_\_\_\_\_ for expenditures made pursuant to the approved grant. This  
requested amount represents 100% of the approved grant.

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

By: \_\_\_\_\_

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

## Instructions to Grant Recipients

1. 100% of the approved grant program or expense is to be paid by the grant recipient. Upon submission of proof that all work has been completed and paid for, the RDC will reimburse the grant recipient at 100%. This reimbursement shall not exceed the grant award amount included in the Grant Agreement. There is no reimbursement for expenses incurred prior to full execution of the Grant Agreement.
2. After 50% of the project is complete, submit a mid-project report to the Director of Development.
3. If the Director of Development and/or RDC has any grant compliance concerns after the submission and review of the mid-project report, the grant recipient will receive written correspondence outlining these concerns. Discussion between the RDC and grant recipient will then be held to resolve concerns.
4. Once the project is complete, submit the attached Request for Reimbursement form with required supporting documentation, the final report, and a CD of photographs that represent the grant program or expense.
5. A completed IRS Form W-9 must be received and on file with the RDC to receive reimbursement.
6. Questions may be directed to the staff member identified below as well as all submittal requirements.

Dawn Hostetler  
Redevelopment Grant Manager  
414 Main Street  
Hobart, IN 46342  
(219) 942-5517  
dhostetler@cityofhobart.org