**Village Owned Vacant Lot Community Garden Reimbursement Form**

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Garden Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you like to collect your reimbursement (select ONE)?

\_\_\_Please Mail it to me \_\_\_I will pick it up at Village Hall

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|  **Park Forest Village Owned Vacant Lot Community Garden Grant*** Reimbursement will only be made for expenses that directly and solely support the installation and maintenance of the Community Garden on Village-owned property.
* Examples of items for which expenses will be reimbursed include seeds, soil, mulch, materials for planting beds or shade structures, and rain barrels.
* Reimbursement will NOT be made for gardening tools.
* All requests for reimbursement must be accompanied by receipts. Receipts must be dated after March 15th and submitted before November 1st of the gardening year.
* Please itemize all receipts below.
* In order to receive reimbursement, the Designated Liaison must provide the Village with a W9.
* A maximum of two (2) requests for reimbursement can be submitted by each Garden Group per year, with a total yearly reimbursement not exceeding the maximum amount of $250.
* Garden Groups or individuals gardening on vacant lots affiliated with schools, houses of worship, or incorporated non-profits are also eligible to apply for an additional grant through the Park Forest Community Garden Grant Program. A maximum of 20 grants will be awarded each calendar year with a maximum of $100 per grantee. To be considered for a grant through that program, please fill out the separate Park Forest Community Garden application form.
* Return to: Carrie Malfeo, Sustainability Office, 226 Forest Blvd., Park Forest, IL 60466
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| **Date** | **Description of Purchase** | **Amount** |
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| **Total** |  |  |

**Office Use:**

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| Date received: |
| Approved by: |
| Budget code: |