

ECONOMIC DEVELOPMENT AUTHORITY



Event Funding Request Reimbursement

TO BE COMPLETED BY THE EDA:

The Mantorville EDA has approved the non-profit/organization _____ the amount of/or up to \$ _____ for the _____ event/project on this _____ day of _____, 20____. *If applicable, the event will take place on _____, 20____.*

Approved by EDA Chair/Board Member

Date

In order to be reimbursed for funds, your organization/non-profit must complete the following information along with **providing invoices and/or proof of payment** (if applicable). If invoices and paperwork are not completed and returned within 30 days of the event occurring, your organization risks forfeiting reimbursement. Funding that was approved but not fully utilized will not be disbursed to the organization, only the amount that can be supported with documentation such as invoices, receipts will be reimbursed. Funding the EDA approves is not automatically guaranteed year to year. The EDA board will review each request as it is submitted.

TO BE COMPLETED BY THE ORGANIZATION:

On behalf of the _____ (event/non-profit), I _____, I am returning this form to the Mantorville EDA so that the following invoices may be paid from the above permitted amount.

Signature

Date

Phone

Printed Name

Email

Business Name	Invoice Number	Invoice Date	Description of Service/Product	Invoice Total	Amount Mantorville EDA to Pay	
						<input type="checkbox"/> Please send check directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____.
						<input type="checkbox"/> Please send check directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____.
						<input type="checkbox"/> Please send check directly to business on invoice. <input type="checkbox"/> We paid this invoice with check or CC (provide copy of statement/proof of payment). Please reimburse: _____.