



Date Received:

2021-2022 Economic Development Grant Program Quarterly Reimbursement

Please select a reporting period: October 22, 2021 January 21, 2022 April 22, 2022

This report encompasses project activity to date. This form should be completed and mailed to:

City of Brentwood
Attn: City Manager's Office/Economic Development
150 City Park Way
Brentwood, CA 94513

Name of Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Mailing Address: _____

Project Name: _____

Project Location: _____

Length of Project: _____

Business License #: _____ and/or Non-profit ID # _____

Amount of Grant Awarded: \$ _____

Reimbursement Request: \$ _____

The following documents must be included:

Bank Statement(s) or Cancelled Check(s) Copies of all Invoices Budget with project

Copies of advertisements/marketing/publications – for this reimbursement period

Example Reimbursement Line Item Report

Supplies/Materials/Equipment (itemized invoices)					
			City Use Only		
Vendor	Description	Cost	Invoice	Proof of Payment	Approved
TOTAL		\$			
Beer and Food					
TOTAL		\$			
Marketing					
TOTAL		\$			
Contractual Services					
TOTAL		\$			
TOTAL REIMBURSABLE EXPENSES:		\$			