

- The purpose of the Partnership Grant Budget in the **Interim** and **Final Report** is to show that your organization has spent at least double the grant amount awarded by the ENHC.
- To make this process as simple as possible for you and ENHC we ask that you follow the sample budget below.
- **Proof of payment** is needed in the form of invoices and/or receipts as well as canceled checks, and/or bank statements*. Copies of these documents are **required** before payment can be sent out.
- Please keep copies in your records for five years, due to ENHC's annual audit.
- In-kind goods and services will be calculated under the expenses column with the following formulas:

time @ amount per hour = total dollar amount

type of material or service = total dollar amount

(Note: Copies of time cards or volunteer sign-in sheets do not need to be submitted)

- A [Volunteer Summary Log](#) is available to help keep track of volunteer information in regards to the grant

Sample budget report

Grant ID Number: 2007. .	Grantee Name:
Project Title:	

Date on Invoice/ Receipt	Business Name	Explanation of Expense	Date Paid	Amount Paid	Proof of Payment*
10/17/2005	ABC Printing	Printing 12,000 Color Brochures	10/25/2005	\$800.00	Ck# 1352
NA	John Smith Consulting	Consulting (in-kind) 120hrs. @ \$50 per hr.	NA	\$6,000.00	NA
11/2/2005	Construction Center	(in-kind) lumber, nails, plywood	NA	\$1,305.75	NA
11/23/2005	The Office Store	Supplies	11/23/2005	\$31.49	Receipt
3/15/2006	Food Catering	Catering	3/28/2006	\$1,500.00	Ck#1398

Total: \$9,637.24

ENHC Grant: \$1,500.00

** Proof of payment includes copies of: checks, canceled checks, bank statements, municipal accounting program printouts, receipts, money orders or statements indicating payment in full by vendor.*