**D&L Trail Towns Amenity Project Funding Closeout**

This is the page that you complete after your amenity is installed and you are ready to close out the project and get reimbursed.

**Close Out Steps:**

1. Collect all receipts, invoices, and expenses. Organize them and scan them into a single pdf. This will be attached/uploaded to the close out paperwork.
2. Fill out the excel spreadsheet listing all the receipts, invoices, and expenses. Save this for your records. This will be attached/uploaded to the close out paperwork.
3. We recommend that you fill out your responses to the close out paperwork on this Word Doc and then save it for your records. Then copy and paste it into the form below.
4. If you have any questions, please contact the Program Coordinator at 610-923-3548 ext. 234.

**Close Out:**

Contact Name:

Organization/Group:

Position/ Title:

Mailing/Physical Address:

Organization Website:

Closeout Date:

Contact Phone:

Contact Email:

Amenity Project Name:

Amenity Project Location/Address:

Trail Amenity Project Description - *What trail amenities and how many were you able to install with this funding? Provide a general description and make a note if this is a new item(s) or repairs to an existing item(s):*

How does this amenity encourage/promote/help trail users?

Success story. Share a story or feedback from the community:

Estimate use. *Estimate how many people use this on a daily basis*:

Maintenance. *How will this be maintained? Who will maintain it?*

Installed date (MM/DD/YYYY):

Funding Reimbursement Request - *Amount of money requested for reimbursement. Percent must be at least the percent listed in your award agreement:*

Match/Partner Funds Used:

Match Funding Source(s):

Total Amenity Project Cash Cost (= Reimbursement Request + Match Funds):

**ATTACHMENTS/UPLOADS: Spreadsheet of expenses, Copy of receipts, Photos, Media/News Release Tear Sheets and/or links.**