



2010 Arbor Day Grant Program "PLANTING IDAHO"

Accomplishment Report

GRANTEE COMMUNITY: _____

CONTACT PERSON: _____

PHONE: _____

1. What was the actual date of your Arbor Day Celebration?

2. Please give a breakdown of all cash expenditures ***paid by city*** that you are seeking reimbursement for (up to \$300). ***Only costs of trees, shrubs & materials related to planting or tree care (i.e. mulch) are eligible for reimbursement.***



(Also, enclose paid receipts for these reimbursable expenses.)

Product (to be reimbursed)	Quantity	\$ Amount	Check Number (that City paid expense with)
TOTAL (a)	-----	\$	-----



3. Please list all **additional expenditures** paid by city and the amount and value of all donated activities for your celebration. Include donated plant material, supplies, equipment and labor. (Labor includes staff/volunteer time at planning meetings, site preparation and planting.) Indicate with an "X" whether donated or paid by city.



Description of Activity/Product	Quantity (# of hours or product)	Value \$ (in dollar amount)	Donated	Paid by City
			Mark appropriate column with an X	
TOTAL (b)	-----	\$	-----	-----



Be sure you have records on file to substantiate your minimum 25% match. A minimum of \$75.00 in cash and/or in-kind donations is required.

TOTAL VALUE OF PROJECT (combine a & b from above)	\$
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To be reimbursed this form must be submitted to INLA prior to June 30th

4. How many people were involved in your celebration? _____

5. a. How many and what kind(s) of tree(s) did you plant?
(Make sure the cost of these trees is shown in the cost accounting sections above.)

Number of Trees?	Types of Trees?

b. Were any overhead utilities in the vicinity? _____

6. Who has the responsibility to water and care for the tree(s)?

7. Provide a brief description of your celebration. Please send any photo's, newspaper clippings, handouts or other material you used in your Arbor Day celebration. Your celebration may be highlighted in either the INLA "Taproot" newsletter or in the "Idaho Community Trees" newsletter.

Signature of Contact Person: _____

Thanks for participating and KEEP UP THE GOOD WORK!

Please return this form and all attachments to:

Ann Bates – Executive Director
Idaho Nursery and Landscape Association
P. O. Box 2065
Idaho Falls, Idaho 83403
or
Fax to 208-529-0832

To be reimbursed this form must be submitted to INLA prior to June 30, 2010.
Failure to do so will result in forfeiture of grant reimbursement.