



Grant recipients are required to submit the following information to be eligible for reimbursement on budget-approved items. This document is a quick reference checklist and accompanies the Mini-Grant instructional videos. It is important that you watch the video regarding the reimbursement of budget-approved items.

**Neighborhood Organization Reimbursement Requirements:**

- All invoices for reimbursement must include the following information:
  - Invoice number
  - Business or vendor's legal name
  - Physical address of business or vendor
  - Name of neighborhood organization
  - Contact phone number of business or vendor
  - Itemized detail of purchases
- All receipts must include the following information:
  - Date of purchase
  - Business or vendor's legal name
  - Total amount including taxes, if applicable
  - Type of payment rendered or canceled check
  - Itemized detail of purchases showing paid
- Completed Substitute W-9

A copy of original receipts and a Substitute W-9 are required. A Substitute W-9 form is available in the online resources.

**Individual Reimbursement Requirements:**

- If an individual purchases budget-approved items, the neighborhood organization must submit the following on behalf of the individual:
  - A copy of the original itemized invoice including the above information
  - A copy of the original itemized receipt, or proof of payment including the above information
  - A completed Substitute W-9 form. If the individual does not have an Employer Identification Number (EIN#), a Social Security number must be provided on this form.\*

\* Neighborhood Relations suggests, but does not require, that the neighborhood organization reimburse the individual. This avoids sharing a Social Security number over email, which may be subject to a public records request.

**Reimbursement may take three to six weeks.**

**Please Note: If a neighborhood liaison purchases budget-approved items, there is no reimbursement requirement for the neighborhood organization.**



**Hillsborough  
County Florida**

## 2021 Neighborhood Mini-Grant Program Reimbursement Checklist

Online resources for grant recipients are available at [HCFLGOV.net/MiniGrant](https://www.hcflgov.net/MiniGrant) under *Mini Grant Resources*.

If you have any questions, contact your district neighborhood liaison:

- District 1: [Daniel Padron](#), (813) 274-1628
- District 2: [Estella Gray](#), (813) 227-1645
- District 3: [Julie Nail](#), (813) 307-3607
- District 4: [Wanda Sloan](#), (813) 307-3564