MARION SOIL & WATER CONSERVATION DISTRICT
Landowner Assistance Program

REQUEST FOR PAYMENT

Instructions: *Upon completion of your project, fill out this form and submit it with all receipts and invoices (original receipts or legible copies) related to the costs of the approved project. For documentation of in-kind services (labor, donated materials, cash, etc.), please draft a letter that will act as a receipt for cost share purposes. The letter should include a description of work completed, dates the work was performed, the number of hours worked, and the total cost of the labor. The letter shall be* ***signed*** *and* ***dated*** *by the cooperator who signed the application and agreement. You must also submit an IRS W-9 for tax purposes.*

Date: _____ Cooperator Name: _____

Mailing address: _____

Budget Expense Category (materials, labor, etc.)	TOTAL COST	Cost Share/ In-Kind Amount*	Marion SWCD Requested Funds
TOTALS			

**Reminder: A minimum of 50% cost share/in-kind is required by the cooperator.*

50% cost share met? ☐ *YES* ☐ *NO* *Payment* ☐ *PARTIAL* ☐ ***FINAL***

Marion SWCD check # _____

_____
Cooperator ***Date***

_____ _____
Reviewed by District Staff [1] ***Date*** ***Approved by District Chair*** ***Date***

[1] Includes Marion Soil & Water Conservation District or Natural Resources Conservation Service technical personnel.

The Marion Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.