

Small Grant Program
Small Grant Team
News/Reminders for the 2009-11 Biennium
December 2009

PLEASE NOTE: Most Small Grant forms have been updated. As of January 1, 2010 the use of these forms will be required.

New Forms can be found on the OWEB Web site at:

http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml

Request of Release of Funds—A new form (similar to the Regular Grant form) has been developed that provides an Excel budget so figures entered into the table will add automatically.

NEW for Small Grants, OWEB will now accept Fiscal Administration and Year-Two Status Reporting expenses when listed on the signed form “Request for Release of Funds” Revised 12/2009 and on the spreadsheet. Expenditures billed in this manner are still subject to audit, so actual receipts, invoices, and records should be kept in your files to back-up expenditures billed to OWEB.

Travel-- Individual dates, from/to destinations, and the total number of miles per trip must be shown for reimbursement.

In-House Personnel--Payroll expenses are gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance.

Effective November 01, 2009 – If you are using letterhead to document actual payroll expenses, hourly rates and number of hours must be shown for all individuals.

A substitute for this letterhead: If the “Quickbooks” accounting system is used, you may sign & date the Quickbooks “All Transactions” detail sheet, if (a) dates, (b) names of employees and (c) amounts are listed.

Juniper Project Guidance—This form is required to be submitted with all juniper treatment projects.