

MCR Planning Grant

Request for Funds Checklist

Local Government/Grantee:

Local Government Address:

Contract Number:

Draw Request Number:

Draw Request Amount:

Type of Planning Project:

- MCR Request for Funds Form
- Consultant invoices with hourly rate breakdown and dates of service provided
- Evidence of expenditure and proof of local match; in-kind match is ineligible
- Progress Report with first draw request
- First Draw: Draft of final deliverables such as Growth Policy, HNA, CIP, PER, etc.
- Completion Report with final draw request
- Final Draw: Evidence of compliance with contract's scope of work, final deliverables submitted as digital copy and documentation showing local match requirements have been met

Approved by:

Date