**MHLS 2019 Outreach Mini Grant Program - Receipt Form**

**Due on or before November 14, 2019 to MHLS** (attention Joan Kay)

**Library name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of funds appropriated to your library: $\_\_\_\_\_\_\_\_\_\_\_\_**

All expenses must be incurred in support of your outreach mini grant. Eligible funds include: Contracts for programs/trainers/tutors/assistive services; Library personnel costs to support improved library service to outreach target groups; Library materials; Project equipment; Project supplies; Project publicity; Other purposes directly related to project success.

Use this form to list all funds spent AND attach receipts for each entry (if library personnel costs are being submitted, attach either payroll registers OR a memo on library letterhead indicating the employee name(s), date and number of hours worked, pay per hour and total). Receipts must at least equal the total amount of funds appropriated to your library - they can be greater. *(It is OK to submit receipts for* ***more*** *than the grant allotment, specified. It is when receipts fall short of the money stipulated that reimbursement requirements have not been met.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** *(either Contracts; Library Personnel; Library Materials; Equipment; Supplies; Publicity; or Other)* | **Date** | **Expense** | **$ Amount** |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL SPENT** | **$** |

 **TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_**

I hereby certify that the above is just, true and correct:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Director signature Date