

**OREGON WATERSHED ENHANCEMENT BOARD**  
**REQUEST FOR RELEASE OF FUNDS**  
**(for applications received after January 1, 2014)**



**Grantee Name:** \_\_\_\_\_

**Grantee's Fiscal Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Payment Request Number** \_\_\_\_\_ **OR** **Final Request** \_\_\_\_\_

In accordance with the terms of the Grant Agreement, I request funds as follows:

Budget Category (per Grant Agreement)	Current Budget Amount	Total of All Amounts Previously Paid	CURRENT Request Amount	TOTAL Requested to Date	Remaining Budget
Salary, Wages and Benefits					
Contracted Services					
Materials and Supplies					
Travel					
Equipment and Software					
Other					
Grant Administration					
Post Grant					
<b>TOTALS</b>					

**Copies of receipts, invoices or supporting documentation, for amounts \$250 or more, including grant administration, will be required by OWEB.** An **expense tracking spreadsheet** for all OWEB expenses is also required to document all funds previously received from OWEB for this grant within 120 days of the date of the payment. Watershed Council Local Capacity grants are not required to submit receipts, only an expense tracking spreadsheet.

Post-Grant costs are prepaid costs of \$3,500 or less. Grantee certifies that these funds will only be used for this grant.

By signing this request, I declare that expenses for this grant are to the best of my knowledge true, correct, and complete. Grantee's signature on this form certifies that all funds being requested under the "Current Request Amount" column are for project activities that either do not require permit(s)/license(s), **or** copies of required permit(s)/ license(s) for project activities have been provided to the OWEB Project Manager.

**Grantee's Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Signature Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number for Billing Questions:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address for Billing Questions:** \_\_\_\_\_

**This Request must be forwarded to the OWEB Project Manager for Signature below**

**I find this request to be consistent with the Grant Agreement and all funding conditions have been met.**

**OWEB Project Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_