



## Reimbursement Request Form

Elko Redevelopment Agency (Agency) funds disbursed under the Storefront Improvement Grant Program may only be spent to repay the costs of labor and materials necessary for qualifying and approved exterior building improvements including, but not limited to: restoration or renovation of storefronts, exterior signage and lighting. Agency funds may not be used for interior improvements, maintenance, improvements that are not visible from the street (such as roofing and general structural upgrade work), new building construction, landscaping, purchase or installation of equipment or trade fixtures, administrative salaries, advertising or promotion, market research or studies, or the purchase of stock or inventory.

If the Agency approved project funds for the Storefront Improvement Grant in excess of \$10,000, reimbursements can be requested at the points of 50% and 100% of project completion. The reimbursement process will take approximately two to four weeks.

**Please complete both sides of this form and submit with it the following information:**

1. Relevant invoices and/or receipts with proof of payment, such as a cancelled check, bank statement, credit card receipts, etc. Proof of payment for invoices must be from the General Contractor, if applicable. Expenses paid for with cash cannot be reimbursed. Grant recipient is eligible for 50% of all invoices and proof of payments submitted up to a maximum amount of \$25,000 or any other grant amount approved by the Agency.
2. A copy of your W-9
3. "After" photographs of the completed project submitted either by email or jump drive.

Make reimbursement check payable to:		
Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Cell:	
Email:		

**Return your completed form and a copy of your W-9 to:**

City of Elko Planning Department  
1751 College Avenue



Elko, NV 89801

## Storefront Improvement Grant Program

Project
Project Address:

Expense Type (Name of business and description of work completed)	Expense Date	Expense Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
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_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		<b>TOTAL ELIGIBLE</b>

I certify that the above is a true statement and that the expenses claimed were incurred and used on the Project as approved by the City of Elko Redevelopment Agency. I have attached invoices with proof of payment for each expense.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date