**Fulton Block Builders Block Challenge – Reimbursement Instructions (for each property owner)**

Fulton Block Builders (FBB), through its fiduciary agent (CenterState CEO Foundation), will reimburse awardees for goods or services related to the projects outlined in your Block Challenge Grant proposal. Reimbursement will be a 1:1 match (up to $1000 from FBB) based upon your grant request in your 2023 FBB application. Reimbursements cannot be higher than the awarded amount, even if expenses are larger than originally planned. A 1:1 match means that if $800 was requested, there will need to be $1600 (or more) in receipts provided to the FBB. **Sales tax cannot be counted in the receipt values**. For, "corner properties" (on intersection corners) are eligible to receive an increased maximum match ($250 outside of Target Zones & $500 inside). To be reimbursed for your project, the following must be completed:

1. All receipts for goods and services must be dated no later than October 31st. **Each property owner must complete the reimbursement form on the next page along with their receipts.** Your Block Leader will need to co-sign your reimbursement form.

2. Receipts can be submitted by each property owner any time but must be submitted no later than November 15th. Receipts mailed into the FBB after cannot be reimbursed. Keep photocopies of your original receipts in the event that anything is misdirected or lost in the mail. FBB cannot reimburse projects if valid receipts are not provided. **We especially ask that you retain all receipts even if they well exceed the required amount for the match.** This assists the FBB in demonstrating to our sponsors how far property owners actually go with their projects.

3. A digital photograph of the project BEFORE it begins, and a digital photograph of the project AFTER it is complete, must be submitted to the FBB Director on a flash drive, or electronically to fultonblockbuilders@gmail.com in order to process reimbursements.

4. For both before and after photos, always photograph the **whole house**. The project should be visible in the photo but the whole house should be seen, if possible.

5. The 1 item you indicated "to add" and the negative condition "to subtract" from your property (on the original application) must be completed and photographed. **The project will not be reimbursed without photographic documentation of these 2 small additional projects.**

6. The entire project (or set of proposed projects) must be 100% complete by October 31st. The proposed work in the original application, and the completion photos, will be used to determine completion.

7. In signing the application, you are providing FBB permission to use photos of your improvements on its Web site and Facebook page to publicize the Fulton Block Builders - Block Challenge.

8. Upon completion of receipt submission, you should receive a reimbursement check, from The CenterState CEO Foundation, in approximately 6-8 weeks.

9. Reimbursement Form is on the next page.

Fulton Block Builders

Block Challenge Grant Reimbursement Form

1. Each Property Owner must submit this individually for a single property.

2. **PLEASE COPY & PAPER CLIP (No Staples) ALL RECEIPTS TO THE UPPER LEFT CORNER OF THIS FORM.**

3. PRINT Name and Mailing Address of Person to be Reimbursed

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If rental property, send Reimbursement Check to:

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_

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4. The SUM of ALL the Receipts provided (*excluding* sales tax) in this form is: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Based on all my expenses (documented and *undocumented*), I estimate that the actual cost of this entire project to me was approximately: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6.The amount that I expect to be REIMBURSED, based on my approved award is: $\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_.

7. I declare that all receipts provided with this reimbursement form were related to materials or labor involved in completion of the specific projects outlined in my 2023 Fulton Block Builders, Block Challenge proposal. *I also declare that I completed the 1 project "to add" and the 1 "to subtract" on my original application.*

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_ Block Leader Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_

Any section of this form left blank will delay reimbursement.

SCAN this form, along with copies of ITEMIZED RECEIPTS (keep originals), TO:

**Scan this form and all its attachment and e-mail it to** [**fultonblockbuilders@gmail.com**](mailto:fultonblockbuilders@gmail.com)

OR MAIL TO:

**FULTON BLOCK BUILDER**

**ADMINISTRATIVE DIRECTOR**

**125 WEST BROADWAY**

**FULTON, NY 13069**