



# 2020 Arbor Day Grant Program "PLANTING IDAHO"

## Accomplishment Report

GRANTEE COMMUNITY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

1. What was the actual date of your Arbor Day Celebration? \_\_\_\_\_
2. Please give a breakdown of all cash expenditures ***paid by city/county*** that you are seeking reimbursement for below (**this section total is not to exceed \$300**). Add additional expenses (over the \$300) under #3.

***Only costs of trees, shrubs & materials related to planting or tree care (i.e. mulch) are eligible for reimbursement.***

**(Also, enclose paid receipts for these reimbursable expenses.)**

Product (to be reimbursed)	Quantity	\$ Amount	Check Number (that City/County paid expense with)
<b>TOTAL \$300 maximum</b>		<b>\$</b>	



3. Please list in this section all **additional expenditures** (NOT including the \$300 grant dollars) paid by the city/county, **plus** the amount and value of all donated items for your celebration. Include additional cost/donated plant material, supplies, equipment and labor. (Labor includes staff/volunteer time at planning meetings, site preparation and planting.) Indicate with an "X" whether donated or paid by city/county. **Be sure you have records on file to substantiate your minimum 25% match (\$75.00 cash and/or in-kind donations) required.**



Description of Activity and/or Product	Quantity (# of hours or product)	Value \$ (in dollar amount)	<u>Donated items or labor</u>	<u>Paid by City/County</u>
			Mark appropriate column with an X	
<b>TOTAL</b>		<b>\$</b>		

<b>TOTAL VALUE OF PROJECT (combine totals on 2 &amp; 3)</b>	<b>\$</b>
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4. How many people were involved in your celebration? \_\_\_\_\_

5. a. How many and what kind(s) of tree(s) did you plant?  
(Make sure the cost of these trees is shown in the cost accounting sections)

b. Were any overhead utilities in the vicinity? \_\_\_\_\_

Number of Trees?	Types of Trees?

6. Who has the responsibility to water and care for the tree(s)?

\_\_\_\_\_

7. Provide a brief description of your celebration. Please send any photos, newspaper clippings, handouts or other material you used in your Arbor Day celebration. Your celebration may be highlighted in either the INLA “Taproot” newsletter or in the “Idaho Community Trees” newsletter.

**Signature of Authorized Community Official:**

\_\_\_\_\_

**Please return this form and all attachments to:**



Ann Bates – Executive Director  
Idaho Nursery and Landscape Association  
P. O. Box 2065  
Idaho Falls, Idaho 83403  
Phone: 208-681-4769  
Fax: 208-529-0832  
or scan and email to: [abates@inlagrow.org](mailto:abates@inlagrow.org)

**To be reimbursed this form must be submitted with the W-9 and receipts to INLA  
prior to June 26, 2020 unless other arrangements are made before deadline**

**Failure to do so will result in forfeiture of grant reimbursement.**