



GREAT BASIN HERITAGE AREA PARTNERSHIP

Post Office Box 78; Baker, Nevada 89311



Reimbursement Checklist

- Receipts for which you are seeking reimbursement.** If these vary from your budget by more than 10%, include previously obtained authorization from the Great Basin Heritage Area Partnership (GBHAP) for these variances. A request form for this purpose is enclosed.
- Evidence of matching contributions.** Acceptable contributions can include contracted labor or services, staff and volunteer time, cash, and in-kind contributions. Matching contributions cannot come from federal funds and must be obtained after the agreement has been signed by both parties. Total matching contributions should be no less than what was stated in the application. If it is less, provide an explanation. GBHAP awards grants in part based on the strength of the match and expects grantees to hold to their commitments. We do not require receipts for mileage claimed as match. The 2017 federal reimbursement rate for mileage is 53.5 cents per mile.
- Volunteer service documentation.** Volunteer time should be documented with the name of the volunteer, services provided, date, and number of hours. GBHAP counts the value of volunteer time at a minimum of \$24.14/hour. Education and experience may increase this value. A volunteer log sheet is included in this package.
- Copies of press releases and promotional materials.** The support of Great Basin Heritage Area Partnership and the National Park Services should be acknowledged in press releases and promotional materials with logos prominently displayed.
- Copies of letters thanking elected federal officials for supporting the Great Basin National Heritage Area through the Heritage Partnership.** GBHAP's ability to award grants is directly related to our federal funding. Please share how this funding has made a difference in your community with the members of Congress that represent the area where your project is located. A sample letter is included with this checklist.