

REQUEST FOR ADVANCE OF FUNDS
Urban And Community Forestry (U&CF)

Make check payable to:	Please return this form to:
_____	U&CF Coordinator, VIDOA
(Name)	#1 Estate Lower Love
_____	Kingshill, VI 00850
(Federal Tax I.D. #)	Phone: (340) 778-0997 or 0998, Ext. 233
_____	Office Use Only
(Address)	

(City/State)	

(Zip Code)	Funds Requested: \$ _____
	Grant Name: _____
	Tracking #: _____
	Grant Code: _____ Request #: _____

* Must be accompanied by a **narrative** detailing why the advance is necessary.

GRANT PERIOD			
FROM: _____	TO: _____	FEDERAL \$	LOCAL \$
Total Funds Available:	(1)	\$ _____	\$ _____
Funds Documented to Date:	(2)	\$ _____	\$ _____
Funds Documented this Request:	(3)	\$ _____	\$ _____
Remaining Balance to Document: (Total 1,2,3)		\$ _____	\$ _____
	Period (i.e. Quarter)	From: _____	To: _____

Is this your Final Report? **(circle)** Yes No If **Yes**, Date Completed: _____

"I certify that this request for funds has been submitted in accordance with the terms and conditions of the USDA Forest Service and the rules and regulations set up by the United States Office of Management and Budget. I also certify that the funds being requested have been earned by the Contractor and the local matching requirements have been met and sufficient documentation exists in our files as evidence for the funds being requested and will be available if audited. I also certify that the data reported is true and correct and that the amount of the request for funds is not in excess of immediate disbursement needs (30 days)."

Requested By: _____
 (Grantee)

Title: _____ Date: _____

Approved By: _____ (Program Coordinator)	Date: _____
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