



Reedsport Main Street Program  
City of Reedsport  
451 Winchester Ave  
541-271-3603 ext. 1005



**THE 2022 REEDSPORT MAIN STREET BUSINESS IMPROVEMENT GRANT  
REIMBURSEMENT REQUEST FORM**

1. Applicant/Business Name: \_\_\_\_\_
2. Name to whom the check will be paid: \_\_\_\_\_
3. Address to which the check will be mailed: \_\_\_\_\_
4. Project description: \_\_\_\_\_

Project Costs - (reimbursable costs must have corresponding receipts attached that equal the amount recorded below and should match the materials listed in your original application):

Item description	Amount spent	In-kind contribution
<i>Example: flower planters</i>	<i>Example: \$460</i>	<i>Example: \$0</i>

Item description	Amount spent	In-kind contribution
<b>Total Amount</b>		

Amount requested from Main Street: \$ \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Funds will be disbursed on a REIMBURSEMENT basis ONLY; accurate and timely receipts are required to receive funds. Receipts can include, but are not limited to, bills, invoices and receipts with proof of payment. Disbursement requests older than six months or from expenses incurred prior to application approval will not be honored. Applicant must pay for the total costs of materials and labor and then apply for reimbursement at the completion of the project and fulfillment of the grant agreement.

Upon selection for grant funding the applicant or their designee are required to serve on the board of director's or on one of the four committees established by the RMSP, for a minimum of one year (12 calendar months).

Please contact the RMSP Liaison with any further questions on the BIG at:

541-271-3603 ext. 1005, or at [mainstreet@cityofreesport.org](mailto:mainstreet@cityofreesport.org)

Reedsport Main Street Program

451 Winchester Ave. Reedsport, OR 97467

[www.ReedsportMainStreet.com](http://www.ReedsportMainStreet.com)

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Reviewed by: _____</p> <p>Date: _____</p>
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