

Trees For Watersheds 2026 Reimbursement Completion Checklist

Please submit all of the following documents to your Conservation District (or to PHS for Philadelphia grantees). Clear, legible pdfs are preferred for most documents. If creating a single document, place individual items in this order to speed processing (and reimbursements).

- ☐ Project Expense Reimbursement Form (in addition to or instead of pdf, please include an excel version as a separate file from other submission materials).
- ☐ Cover letter from grantee organization with brief description of project
- ☐ Copies of receipts for all expenses and match (please number each receipt to match its corresponding expenses appear on the reimbursement form to make cross-checking easier for our Finance team). Failure to include documentation of expenses may result in your award being reduced.
- ☐ Staff time sheets
- ☐ Volunteer Log Sheets if volunteer time used as match
- ☐ Landowner Agreement Form and Operation, Maintenance and Repair Plan
- ☐ Before and After Pictures of Project
- ☐ Site Location Map in color

Please assemble documents in the above order if creating a single document and submit to your Grant Advisor by November 30th, 2026.