

COMMUNITY TOWN HALL MEETING MINI GRANTS

APPLICATION

The application form and instruction sheet for WFLI Community Town Hall Meetings is available on the Team Leaders Resource Page at www.wfli.org

- Step #1: Applicants must contact the WFLI Program Manager or Coordinator prior to submitting the application in order to ensure that the request is appropriate and that the conditions for funding will be satisfied.
- Step #2: Completed application form is then submitted to Nicky Anderson-Governor's Planning Office nader@state.wy.us for review.
- Step #3: If approved – the application form will be forwarded to WFLI staff for all follow-up (i.e. notification of denial/support assistance/provide advanced funding if required).

REPORTING AND REIMBURSEMENT FOR EXPENSES:

Requesting entity must submit a one-page summary of the event to J&A - along with all receipts for reimbursement.

All receipted expenditures that had been approved for funding assistance will either be paid directly or reimbursed by J&A.

J&A INVOICE AND FOLLOW-UP REPORT

After all bills have been invoiced and/or paid, J&A will forward the completed original Application Form, the one-page Summary Report, and one Invoice for reimbursement of all approved and receipted expenditures to the Governor's Planning Office.

The Governor's Planning Office will process J&A Invoice for payment in accordance with existing contract.