

**Urban & Community Forestry Grant Program**

**Donated Services and Materials Documentation**

This form to be used for professional services, partially or fully donated, and for donated materials. Partial value donations must be accompanied by an invoice for the billed portion of the services or materials.

**Donor's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of Donation (.e.g. plant materials, design services, construction drawings, installation, etc.):**

**Number of hours x hourly rate = \$** \_\_\_\_\_

**AND/OR**

**Retail value of materials: \$** \_\_\_\_\_

**Date of Donation:** \_\_\_\_\_

**Recipient Organization:** \_\_\_\_\_

**Submitted By:**  
\_\_\_\_\_

**Agreed and Accepted By:**  
\_\_\_\_\_

**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**