

**DEL MAR FOUNDATION
DOCUMENTATION OF GRANT EXPENDITURES
INSTRUCTIONS**

Applicants/Organizations that receive a Del Mar Foundation Grant must complete a Documentation of Grant Expenditures report. The purpose of this documentation is to verify that the grant funds have been spent in accordance with the purpose of the grant as specified in the Grant Agreement. In order to comply with the terms of the Grant Agreement, Grantee must keep detailed records of expenses made using said grant funds.

Please complete and return the Documentation report promptly after all grant funds have been spent, but no later than 30 days after the end of the term of the Grant Agreement. If the parties agree to extend the Term of Agreement, report should be submitted not later than 30 days after the end of the extended Term. Please see page 1 of the Documentation of Grant Expenditures form for your specific due date.

Send completed report to: Grants Committee
 Del Mar Foundation
 P O Box 2913
 Del Mar, CA 92014

Documentation of Grant Expenditures report must include the following:

- 1 – Cover letter on your letterhead detailing how the grant funds were spent (including how personnel expenses, if any, related to the project)
- 2 – Completed and signed Documentation of Grant Expenditures form
- 3 – Completed List of Grant Expenditures form
- 4 – Proof of expenditures (supporting documentation) for the entire grant amount. Please give each supporting document an item # that corresponds to the associated line on the List of Grant Expenditures form.

Please see attached list of acceptable supporting documentation.

Supporting documentation may consist of copies of the following:

-Paid invoices with proof of payment (copy of the image of the check from bank statement or from bank's website, OR check stubs and bank statements showing that the checks were cleared, OR credit card statements). Please avoid paying cash for services.

-Cash register receipts for equipment and supplies.

- Salary expenses should be documented with payroll reports produced by a third party payroll company or by bookkeeping software.

-Rent/lease expenses should be documented with the rent/lease agreement and proof of payment of rent/lease expenses.

-Band/artist expenses that do not have an invoice should be documented with a signed affidavit from the band/artist along with proof of payment.

-Reimbursement expenses must include invoices and receipts as well as reimbursement forms signed by the appropriate authorized signers.

-Scholarship/sponsorship grants should be documented with proof of payment and a list naming each recipient and his/her home town and amount received.

-Food expenses are not allowed unless specifically authorized in the Grant Agreement.

-Purchase of gift cards/certificates is not allowed unless specifically authorized in the Grant Agreement. If so specified, please provide recipient list with home town and amount received, and proof of payment.

-Donation of funds to another organization is not allowed unless specifically authorized in the Grant Agreement.

-Project/event flyers and "before and after" pictures are always welcome.

If you have any questions, please contact the Administrator of Agreement as named in the Grant Agreement, or contact the Chair of the Grants Committee at 858 635-1363 or at www.delmarfoundation.org.