

City of Prairie Village  
 7700 Mission Rd  
 Prairie Village KS 66208  
 913-385-4604

## **Exterior Grant Program Receipt Guidelines**

### **Approved Exterior Grant Program Projects:**

- Additions (with required permits and inspections)
- Awnings
- Concrete work (front-facing) – sidewalk, stoop, driveway (permit required for work in the right-of-way)
- Exterior doors and/or storm doors
- Exterior paint/siding
- Foundation repair (with required permits and inspections)
- Gutters
- Masonry
- New construction (with required permits and inspections)
- Roof (with required permit and inspections)
- Shutters
- Windows (permits only required if you are changing the size of any window)

### **Filling out Receipt Form (pages 2 and 3):**

- If home improvements were made without a contractor (done by the homeowner) and materials were purchased from a chain vendor (i.e.: Wal-Mart, Lowes, The Home Depot, etc.), please fill out the receipt form on page 2, according to the guidelines on page 3. The completed form should be filled out and submitted with the original receipts.

### **Receipt submittal:**

- If services were paid for by check – provide a copy of the front/back of cancelled check, along with the invoice/sales receipt/receipt form

### **Cash payments must show:**

- Items and price
- Letterhead or printed business information form
- Date paid
- Signed by contractor/business
- If paid by credit card – receipt with items highlighted pertaining to grant expenses
- To speed processing of receipts, please provide item description of your qualified purchases and purchase non-grant items on a separate receipt / transaction

### **Items for reimbursement cannot include, but are not limited to:**

- Construction tools
- Ladders
- Landscaping
- Lawn maintenance equipment
- Interior room improvements
- Tree trimming

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**Exterior Grant Program Reimbursement Form (Receipt Form)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

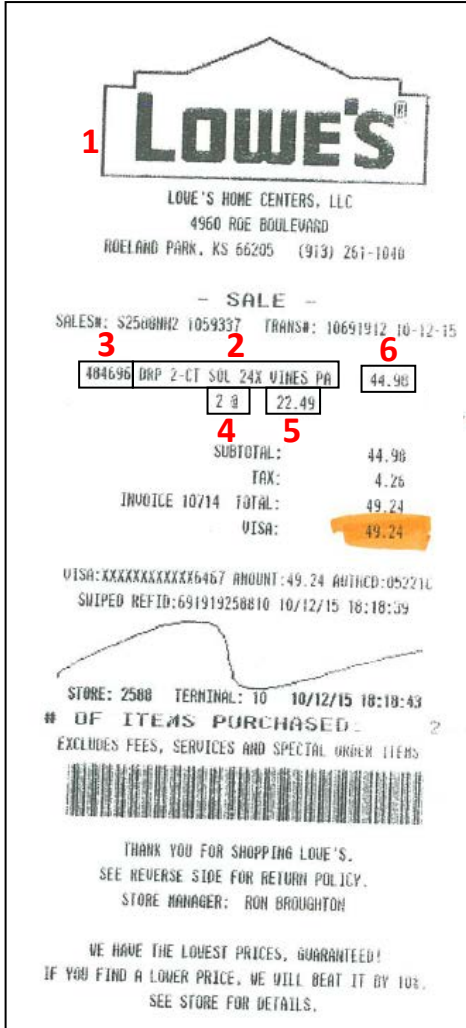
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Vendor</b>	<b>Item Receipt Name and Description</b>	<b>Item Receipt Number</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Line Total</b>

TOTAL: \_\_\_\_\_

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**Example Exterior Grant Program Reimbursement Form (Receipt Form)**



1	2	3	4	5	6
Vendor	Item Receipt Name and Description	Item Receipt Number	Quantity	Unit Price	Line Total
Lowe's	DRP 2-CT SOI 24X VINES PA Exterior Lights	484696	2	22.49	44.98
Sutherlands	1X 6 8 STO BTR CEDAR S1S2E Wood for front deck	000000616 80/008349 3	7	7.12	49.84