

# Grant Contracts

## Financial Reimbursement Requests

REIMBURSEMENT REQUESTS – email requests to [grantinvoices@lancaster.ne.gov](mailto:grantinvoices@lancaster.ne.gov)

Crime Commission grants:

- Email your Grant Reimbursement Request by the 10<sup>th</sup> of each month (monthly reimbursement is a new requirement from the Crime Commission)

County JBC & JJPF grants:

- Email your Grant Reimbursement Request by 30<sup>th</sup> of month following the end of the quarter:
  - Quarter: July – September Request by October 30
  - Quarter: October – December Request by January 30
  - Quarter: January – March Request by April 30
  - Quarter: April – June Request by June 30

City JBC grants:

- Email your Grant Reimbursement Request by 30<sup>th</sup> of month following the end of the quarter:
  - Quarter: September - November Request by Dec 30
  - Quarter: December - February Request by March 30
  - Quarter: March – May Request by June 30
  - Quarter: June - August Request by Aug 30

**For JBC, JJPF, & Crime Commission grants:**

- Request reimbursement for actual expenses
- Scan your request along with the documentation and send as a pdf file
- Allow 30 days for reimbursement

Keno H.S. Prevention Fund grants:

- Email your request for funds on agency letterhead at the beginning of your grant term and six months into your grant term

Questions?

Contact Tina Collins

[grantinvoices@lancaster.ne.gov](mailto:grantinvoices@lancaster.ne.gov)

402-441-8840