



FY25 Reimbursement Request Checklist



Congratulations on your GFTA FY25 grant award! To claim your grant award, your organization must complete Steps A & B:

STEP A: Your organization must complete the Compliance Intake Process, in which your organization complies with City requirements to become eligible to claim your grant funds. *(Note: please allow plenty of time to complete this process)*

STEP B: Once you're eligible, your organization can claim your grant funds through the Reimbursement Request Process. *(Note: this is typically a quick and straightforward process, yay!)*



Before submitting your reimbursement request, please ensure that your organization has an executed contract (aka grant agreement) by completing the [Compliance Intake Process](#)

STEP B: Reimbursement Request Process 4 Easy Steps to Complete!

- STEP 1: Sign up with the City's payment provider.**
Follow [this link](#) for instructions.
- STEP 2: Fill out Appendix C funding request form**
Each organization may find their funding form in their fully executed contract (aka grant agreement)
- STEP 3: Collect documentation**
Each organization is required to provide proof of expenses and payment during the City's current FY: July 1, 2024 - June 30, 2025.
- STEP 4: Submit your reimbursement request form**
*After completing their Appendix C and gathering documents, each organization must attach these documents in their reimbursement request link. Deadline for submission is on **Monday, March 3, 2025.***



STEP 1: Sign up with City's payment provider

[Review this link](#) to learn on how to sign up with the City's payment provider, Paymode-X, to receive ACH payments from the City.

Contact sfcitypartnersupport@sfgov.org for assistance or questions regarding Paymode-X.

STEP 2: Fill out your funding request form

Before completing your funding request form, [review this page](#) to understand the City's approved and prohibited activities for reimbursement requests.

Complete your funding request form (aka Appendix C) located in your organization's fully executed contract. Your organization may submit for all expenses paid during the City's current fiscal year: July 1, 2024 - June 30, 2025.

[Reference this sample Appendix C](#) to ensure you are completing the form correctly. Any errors in the funding form may cause delays in processing your request.



Your signatory contact should have received a copy of your contract from DocuSign after it has been fully signed. Reach out to gfta-reimbursement@sfgov.org if unable to locate contract.

STEP 3: Collect documentation

Provide proof of expense plus plus proof of payment as backup documentation during the City's current FY: **July 1, 2024 - June 30, 2025.**



Proof of expense for costs you want reimbursed are copies of:

- invoices/bills*
- payroll registers*

**Please ensure the dates on invoices, bills, and payroll registers clearly show the expense was incurred during July 1, 2024 - June 30, 2025.*



Proof of payment for expenses include copies of:

- front and back of canceled checks
- receipts
- bank statements with paid costs highlighted
- online payment confirmations
- etc.

Payroll is usually the biggest general operating expense. Include that and other large expense items in your reimbursement request minus salaries for fundraising or grant writing staff or contractors.



Your supporting documentation **can** exceed the grant amount, but the request amount that you put in your funding request form (Appendix C) **cannot** exceed the grant amount. Refer to your award letter for your FY25 grant amount.



STEP 4:

Submit your reimbursement request form

Once you've signed up with the City's payment provider, completed and gathered your Appendix C and documentation, you are now ready to submit these documents in your reimbursement request form!

Look for an email from GFTA which has a link for the unique reimbursement link that you will use to request your funds. *You will not receive this link until after you have received a fully executed contract and received a Purchase Order.*

Submit your request form by Monday, March 3, 2025 to avoid delay in claiming your grant payment.



Grantees are highly encouraged to submit 1 request form for 100% of funds, if possible.

