

NEF: PERSONNEL GRANT DISBURSEMENT REQUEST FORM

Name of Project: _____ **Project ID#:** _____

This form is for payment to NPS Employees being paid for work done on an NEF Grant. Use additional paper if necessary. Mail to:

Jason Berg, NEF Small Grants Administrator
48 Dunphy Dr., Florence, MA 01062
t. 413-563-0125
jasond413@comcast.net

A. Personnel

1. School Department Employees: \$25/hour (or \$100/day for a 4-hour non-school working day).
List names, number of hours, total per person, and total. Attach sheet for additional personnel.

<u>Name:</u>	<u># of Hours</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total School Department Employees Cost: \$ _____

2. Substitute Teachers: *Please attach a copy of the School Department requisition for payment.*

\$ _____ /day x _____ days = **Total Substitute Cost:** \$ _____

B. Total Disbursements Requested on this form: (add A thru D) \$ _____

C. Check Disbursements:

Payment Schedule for NEF Grant Work: 2015-2016

2015-2016

Distribution Request for Wages Deadline NEF	Payroll Date
Friday, Dec 18, 2015	TBD
Friday, Feb 19, 2016	Thurs, Mar 24, 2016
Friday, May 13, 2016	Thurs, June 6, 2016
Monday, Aug 15, 2016	Thurs, Sept 22, 2016

All Checks will be distributed through the NPS. They will appear in your regular pay check and be noted as coming from your grant.

Total Checks: *(should equal E. above)* \$ _____

SIGNATURE OF GRANT LEAD CONTACT: _____