



MEMO

DATE: December 13, 2019

TO: Kaley Bender
Friends of the Troll's Knoll

CC: Shava Lawson
Seattle Parks Foundation

FROM: Yun Pitre, NMF Project Manager
Seattle Department of Neighborhoods

RE: P19072: Troll's Knoll Art and Design

I am happy to inform you that **Troll's Knoll Art and Design** is now authorized to proceed with your Neighborhood Matching Fund project as of **December 17, 2019**. This authorization confirms that your organization and the City have executed an Agreement to undertake this project as outlined in the Agreement.

The following are the next steps in the process:

- Implement your community project based on Agreement
- Log into WebGrants <http://webgrants.seattle.gov/index.do> to:
 - Access your project files and documents
 - Send messages to your project manager as well as view message responses
 - Complete and submit a Claim (request for reimbursement) as needed which includes:
 - Uploading documentation such as copy of receipts, invoices, photos etc.
 - Tracking and submitting volunteer hours completed as community match
 - Submitting the required status report with each claim submitted
 - Complete and submit final invoice and report at **least 2 weeks prior** to your contract end date

Good luck with your project. If you have any questions or need assistance, please contact me at 206-386-1924.