

# Producer-Led Watershed Protection Grant Program

## How to Request Reimbursement

- ☐ **Gather all itemized receipts and invoices related to the expenses.**

Expenses without a point-of-sale receipt, such as incentive payments, can be documented on a spreadsheet or Word document. Include who was paid, for what, and how much. Alternatively, groups can provide a copy of the incentive program registration forms that are updated with the final payment amount. Administrative staffing expenses can also be documented on a spreadsheet or Word document that includes the hourly rate and number of hours worked.

- ☐ **Download the [Reimbursement Request Form](#) from the Producer-Led webpage.**

- ☐ **Use Attachment C from your contract to fill in the Expenses column. (Expenses=budget categories from your contract.)**

- ☐ **Organize your receipts by budget category and label with the budget category number or name.**

- ☐ **Enter the total amount of reimbursement being requested on the Reimbursement Request Form. The total of the receipts should equal the amount being requested.**

- ☐ **Assemble the signed Reimbursement Request Form and all documentation.**

- ☐ **Email to [datcpprodled@wisconsin.gov](mailto:datcpprodled@wisconsin.gov).**

## **Please Note:**

- **Itemized receipts are required for each point-of-sale expenditure including restaurant and catering expenses. (DATCP cannot reimburse for alcohol.)**
- **Any incentive payment to an individual farm exceeding \$5,000, or other payment, expense, or work that exceeds \$5,000 must receive DATCP preapproval.**
- **Administrative costs may not exceed 25% of the grant award.**
- **We highly encourage new groups to watch the [Managing your Producer-Led Grant webinar](#) from the Producer-Led webpage.**
- **All grant forms and resources can be found here: [DATCP Home Grant Forms \(wi.gov\)](#)**
- **Please refer to Attachment B of your current grant contract for a full list of program rules.**

**Please contact us at [datcpprodled@wisconsin](mailto:datcpprodled@wisconsin) for any questions or assistance.**

