


2025 NEIGHBORHOOD REIMBURSEMENT REQUEST

Instructions:

1. Complete all non-shaded areas.
2. RECEIPT FOR EXPENSE AND PROOF OF PAYMENT MUST BE ATTACHED (i.e., vendor invoice with ZERO balance, canceled check.)
NOTE: Invoice/proof of payment must be consistent with expense described on reimbursement form and Small and Simple Grant Letter of Agreement.
3. Reimbursement requests must be signed; only authorized signatures will be accepted, in accordance with signatures on file.
4. Reimbursement requests must be submitted to the Mayor's Office no later than Dec. 31, 2025.

Organization		Project Contact	Submit reimbursement form and attachments to: Janice Keller or Kate Bemis City of Bellingham 210 Lottie Street, Bellingham WA 98225 jkeller@cob.org or klbemis@cob.org *Reimbursements are accepted via email in pdf format	Funding Year 2025
Mail Check to:				
Date	Vendor	Description	Job Cost Code	Amount
		Total Reimbursement Request		

I certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that this claim is a just due and unpaid obligation against the City of Bellingham and that I am authorized to authenticate and certify to said claim.

Annual Limit \$1,000.00

Prepared By
(Neighborhood Association Signature)

Date

**2025 City of Bellingham Neighborhood Services Reimbursement Request
Directions for Neighborhoods**

1. Designated Neighborhood Association representative must complete all non-shaded areas.
- 2 **DOCUMENTATION OF PURCHASE AND PAYMENT MUST BE ATTACHED (i.e., original cash register receipt, invoice with zero balance owed, canceled check.)**
NOTE: Invoice/proof of payment must be consistent with expense described on reimbursement form and in compliance with City policy for allowable expenses.
3. Reimbursement requests must be signed; only authorized signatures will be accepted, in accordance with CURRENT YEAR SIGNATURES ON FILE.
4. Submit reimbursement form and attachments to:

**City of Bellingham Mayor's Office
210 Lottie Street
Bellingham, WA 98225**

The City of Bellingham requires that financial or material support be in the public interest and allowable by law. As such, the City establishes the general administrative rules for providing this support. The City may provide limited monetary awards, other funding, or material assistance to Neighborhood Associations to carry out their approved projects and mission, for these purposes:

- to help develop, improve and maintain high public involvement in the Neighborhood Association
- to accomplish projects of priority to the neighborhood which contribute to the general good and quality of life
- for activities or projects that assist the association in effectively addressing neighborhood issues and concerns as they affect the City
- for neighborhood activities and projects consistent with the City's service mission

Allowable Expenses - Neighborhood Association Support Services

Neighborhood Association meeting notice preparation, printing, and/or mailing
Neighborhood Association database and website development and/or maintenance
Events that are part of a City-sponsored program (National Night Out Against Crime)
Room rental for Neighborhood Association meetings
Facilitation services for Neighborhood Association meetings

Fees paid for workshops or training to improve association effectiveness
Mediation services for dispute resolution on City service related issues
Professional consultation for services that improve association effectiveness



The City will not provide reimbursement assistance for the following expenses:

Alcohol or alcoholic refreshments
Food or beverages (only exception is an association-sponsored National Night Out Activity)
Any activity in support of a religion, political party, political campaign, or any legal claim or lawsuit
For the exclusive use of individuals to the exclusion of the membership
Other inappropriate use of public funding as determined by the City