

Nonprofit Infrastructure Grant Reporting

Time and Effort Form

When to use this form: If you are using the NPI grant to pay for staff/salaries, Quarterly Reports must include this Time & Effort Form when expenses are over \$750 and outside the 10% administrative allowance. Backup documentation such as payroll summaries and check stubs are not required.

Staff/Salaries are **allowable** if previously approved in the application/contract/budget and can be directly tied to an NPI spending category including program expansion, organizational development, etc.

Organization Name:	
Time Period (Quarter):	

Employee:	
Title:	
Quarterly Hours Worked:	
Total Dollar Amount:	
NPI Expenditure Category:	

Employee:	
Title:	
Quarterly Hours Worked:	
Total Dollar Amount:	
NPI Expenditure Category:	

Employee:	
Title:	
Quarterly Hours Worked:	
Total Dollar Amount:	
NPI Expenditure Category:	

Employee:	
Title:	
Quarterly Hours Worked:	
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NPI Expenditure Category:	

Approved By:
Title:
Signature:
<i>I affirm that I have reviewed these records for accuracy and completeness.</i>