

Reimbursement Requests should be submitted via the NSGP Reimbursement Webform: <https://webportalapp.com/webform/nsgpreimbursementrequests>

Fill in and upload the required information on the NSGP Reimbursement Webform and click "Submit" to complete the reimbursement request submission. Items in **Red*** are required; items in **Blue** are optional.



Maine Nonprofit Security Grant Program Reimbursement Request Submission

Please upload the reimbursement request file including all supporting documentation.


Organization Name * **1**

Date * **2**


Select which grant year that applies to the reimbursement request: * **3**

- FY2020
- FY2021
- FY2022

Reimbursement Request Upload * **4**

Additional Documentation Upload (if needed) **5**

Submit

1. *Organization Name: Use the name associated with your vendor code
2. *Date: enter the date of reimbursement request submission
3. *Select Grant Year: Select the grant year associated with the project expenses being submitted for reimbursement
4. *Reimbursement Request Upload: a PDF file of the complete reimbursement package, with a descriptive name and limited to 100 pages.
5. Additional Documentation Upload: a PDF file containing additional reimbursement documentation that exceeded the initial 100 page limit or other pertinent reimbursement request documentation

Reimbursement Packages must contain the following:

- A. Completed Request for Reimbursement Form
- B. Supporting Documentation including copies of paid invoices and proof of payment (e.g. canceled check, etc.).