**PollinateTO Community Grants 2021**

**Payment Receipt / Honorarium Form**

**Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Service(s)/Product(s) provided:** | |
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|  |  |
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|  |  |
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|  |  |
| --- | --- |
| **Date:** |  |
| **Amount of payment:** | **$** |
| **The payment was provided in cash to:** | |
| **Payee’s Full Name:** | |
| **Tel/Cell # or Email:** | |
| **Signature of Payee:** | |

|  |  |  |
| --- | --- | --- |
| **Payment Authorization** | | |
| The person making this payment is listed as a Group Member and acknowledges that this purchase complies with the conditions of the grant, the service/product was provided satisfactorily, and there is no known conflict of interest with the payee. You cannot sign your own payment form. | | |
| **Name:** | **Signature:** | **Date:** |
|  |  |  |



**About this form**

*Optional – Please ensure you are following the financial requirements of your Trustee.*

**What is this form for?**

This form is like a receipt. You would use it when you pay someone for a service or a product, and don't get a receipt. You can also use this form for honorarium payments.

**Group Name:**

This is the group that got the grant. Please use the name you used in the grant application.

**Service(s) / Product(s) Provided:**

Fill in the service or product you are paying for.

**Date:**

Add the date you are paying the person.

**Amount:**

Add the amount you are paying in cash.

**The payment was provided in cash to:**

This section lists the contact information for the person that was paid. Please write out their full name and phone number. The form also needs their signature.

**Payment Authorization:**

This last section must be filled out by someone who has authority to sign for your group. By signing this form, this person is confirming that they are spending according to the approved budget for their grant, and that they are not paying anyone they should not be paying. You cannot sign your own payment form.

**Deadline for submission:**

Include with your final report - expense summary.

**How to submit:**

Email to [pollinateTO@toronto.ca](mailto:pollinateTO@toronto.ca)