



Prize Grant Instructions

Congratulations on competing at Oakcliff and earning your Prize Grant! Enclosed in this packet are the forms you need to complete in order to receive your grant funding through reimbursement of eligible expenses. Prize grants are **ONLY** for expenses going forward in your sailing careers; not for past expenditures. Please see the included Prize Grant Terms and Conditions for specifics on what is or isn't allowed. Exceptions may be requested in writing and will be assessed on a case by case basis.

Instructions for Re-Imbursement:

- 1- Complete the Eligibility and Banking Information document
- 2- Complete the Pre Approval Form (this step is optional, but once approved makes the rest of the process take less time)
- 3- Sail your best at the event your going to and have fun! (spend the money and **KEEP YOUR RECIEPTS!**)
- 4- Complete the expense report with actual amounts spent and **ATTACH THE RECEIPTS** (Expensify and similar apps recommended).
 - a. Reimbursement with preapproval will be expedited and be paid within 15 days: (on the 15th or 30th of the month) without further approval required
 - b. Without preapproval, a complete expense report, barring any questions, will be approved in 15 to 30 days.

Expense Reports will be sent back for correction in the following circumstances:

- Missing or not clearly labeled receipts
- Alcohol or other prohibited expenses
- Receipt dates before prize grants were awarded

Please Send completed documents to accounting@oakcliffsailing.org.