

**2020-2021 Operations Support
Documentation Summary Sheet: Space Costs**

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting **space costs** and attach it to the required documentation.
- **Mid-Year Report** – This form must be returned with required documentation no later than **Dec 31, 2020**.
- **Year-End Report** – This form must be returned with required documentation no later than **June 1, 2021**.
- The eligible time period is **July 1, 2020 through June 30, 2021**.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Forms of Documentation: Provide copies of bank-canceled rent checks or paid receipts.

Organization Name that rent payments were made to: _____

CHECK NUMBER	CHECK DATE	AMOUNT OF CHECK
TOTAL:		

Total Paid \$ _____ X _____ % Billed to Operations Support = \$ _____ OS Expenses

Please arrange copies of documents in the order listed above with Summary Form on top and submit to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.