



Okapi Partner Cafe Dishwashing Grant Application Instructions



1. Submit application and W-9 form **by December 1, 2025**.

Application Form: <https://www.keeptruckeegreen.org/wp-content/uploads/2025/03/Okapi-Grant-Application.pdf>

W-9 Form: <https://www.keeptruckeegreen.org/wp-content/uploads/2025/03/fw9.pdf>

Send to email: Recycle@TownofTruckee.Gov or mail: Town of Truckee c/o Keep Truckee Green 10183 Truckee Airport Rd, Truckee, CA 96161

2. Applicants will receive an email confirmation from Town staff when your application is approved, typically within one week of application being received by the Town. Do not purchase the requested items until you have received email approval. Otherwise, we cannot guarantee reimbursement.
3. Once your application is approved, submit the required reimbursement documents by **March 1, 2026**. The grant award will be paid when all reimbursement documents have been received by the Town. Required reimbursement documents include:
 - Completed [Reimbursement Request Form](#)
 - Itemized receipt *or* invoice and proof of payment for each product the applicant is seeking reimbursement for. Invoices or receipt should clearly indicate items being submitted for reimbursement. Proof of payment submitted with an invoice can include:
 - Receipt from vendor accepting payment
 - Charge card receipt showing vendor name, amount, date of charge
 - Cancelled check, clearing at bank
 - Bank statement showing vendor name, amount, date
 - Payment confirmation letter from business accepting payment

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For questions, contact Town staff at Recycle@TownofTruckee.Gov or (530) 582-2928. For more information on applying for the grant see here:

