

New Mexico Clean & Beautiful

Final Packet Step-By-Step Guide

KEEP NEW MEXICO  TRUE

FY25

Final Reimbursement Packet

Allows the Partner to express their experience with the NMCB Grant from both project and financial aspects. The Final Reimbursement Packet is comprised of two separate deadlines and collections of documents.

Today's Agenda

Final Reimbursement Packet

Financials

- Personalized Project Expense Worksheet
- Back-up Documentation
- Final Reimbursement Invoice
- Youth Employment Verification Form **(if applicable)*

Metrics

- End-Of-Year Metrics Report
- End-Of-Year Narrative Report
- Volunteer Sign-In Sheet **(if applicable)*

Financials

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Financials

Final Reimbursement Packet

Financials

- Personalized Project Expense Worksheet
- Back-up Documentation
- Final Reimbursement Invoice
- Youth Employment Verification Form
(if applicable)

MONDAY

June 2

5 P.M.

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**Personalized
Project Expense Worksheet**

*Personalized Project Expense
Worksheets are necessary for
NMCB Partners to
communicate their individual
and total expenditures to
NMTD.*

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What is a Personalized Project Expense Worksheet?

Personalized Project Expense Worksheet templates

- NMTD has uploaded your Personalized Project Expense Worksheet to each Partner's Survey Monkey Apply accounts.
- Partners will use this personalized template to all provide overall totals per goal and objective, individually itemize expenditures, and provide organization for back-up documentation.

* **Project Expense Worksheets** and **back-up documentation** are **required** from all NMCB grant partners at the end of each grant cycle **on or before Monday, June 2, 2025, by 5 P.M.**

Where do I find my Personalized Project Expense Worksheet?

Personalized Project Expense Worksheet templates can be found in your Survey Monkey Apply Account.

Step 1:

Select the start button under FY25 New Mexico Clean and Beautiful Grant.

My Applications - New Mexico x +
https://nmtourism.smapply.io/prog/
New Mexico Tourism Department
Pages Programs My Applications Chantal Sandoval

Applications available to you will be displayed here.
NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism-related IRS nonprofit organization). The entity's representative may then invite "Collaborators" to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner.

All Applications -

Application ID	Deadline	Status	Amount	Tasks Complete	Action
0000000061	Jun 15 2023 11:59 PM (MDT)	Active	0.00	0 of 4 required tasks complete	VIEW
0000000014	Jul 5 2024 11:59 PM (MDT)	Active	\$0000.00	0 of 4 required tasks complete	START
0000000001	Jul 3 2025 11:59 PM (MDT)	Active	\$0,000.00	0 of 5 required tasks complete	START
0000000001	Apr 4 2025 05:00 PM (MDT)			6 of 8 tasks complete	

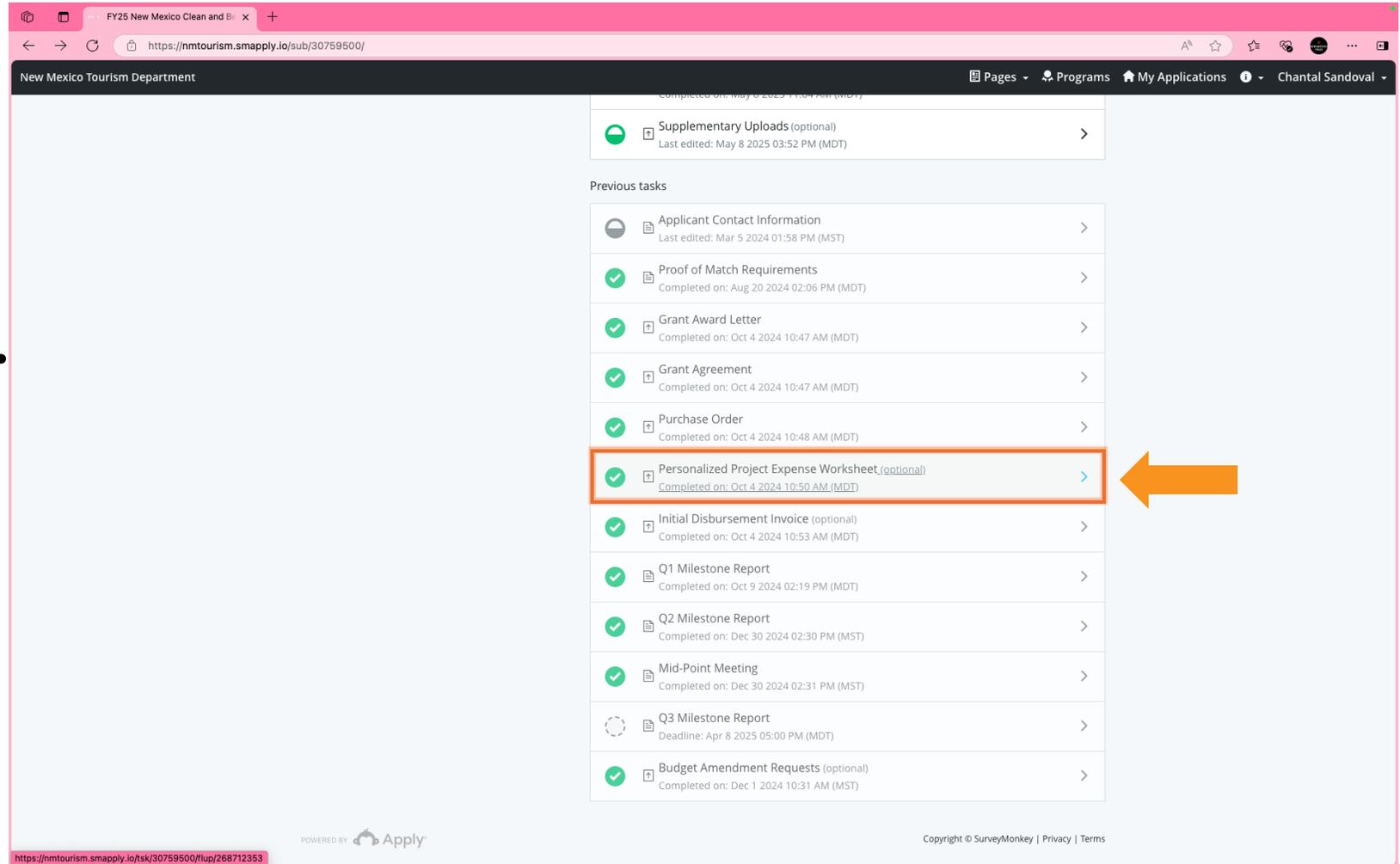
https://nmtourism.smapply.io/sub/30759500/

Where do I find my Personalized Project Expense Worksheet?

Personalized Project Expense Worksheet templates can be found in your Survey Monkey Apply Account.

Step 2:

Under 'Previous Tasks' select **Personalized Project Expense Worksheet**.



The screenshot displays the SurveyMonkey Apply interface for a user named Chantal Sandoval. The page title is "New Mexico Tourism Department". The main content area shows a list of tasks under the heading "Previous tasks". The task "Personalized Project Expense Worksheet (optional)" is highlighted with an orange border and an orange arrow pointing to it from the right. Other tasks in the list include "Supplementary Uploads (optional)", "Applicant Contact Information", "Proof of Match Requirements", "Grant Award Letter", "Grant Agreement", "Purchase Order", "Initial Disbursement Invoice (optional)", "Q1 Milestone Report", "Q2 Milestone Report", "Mid-Point Meeting", "Q3 Milestone Report", and "Budget Amendment Requests (optional)". The interface also shows a "Completed on" date for the highlighted task as "Oct 4 2024 10:50 AM (MDT)".

Completed on: May 8 2025 11:04 AM (MDT)

Supplementary Uploads (optional)
Last edited: May 8 2025 03:52 PM (MDT)

Previous tasks

Applicant Contact Information
Last edited: Mar 5 2024 01:58 PM (MST)

Proof of Match Requirements
Completed on: Aug 20 2024 02:06 PM (MDT)

Grant Award Letter
Completed on: Oct 4 2024 10:47 AM (MDT)

Grant Agreement
Completed on: Oct 4 2024 10:47 AM (MDT)

Purchase Order
Completed on: Oct 4 2024 10:48 AM (MDT)

Personalized Project Expense Worksheet (optional)
Completed on: Oct 4 2024 10:50 AM (MDT)

Initial Disbursement Invoice (optional)
Completed on: Oct 4 2024 10:53 AM (MDT)

Q1 Milestone Report
Completed on: Oct 9 2024 02:19 PM (MDT)

Q2 Milestone Report
Completed on: Dec 30 2024 02:30 PM (MST)

Mid-Point Meeting
Completed on: Dec 30 2024 02:31 PM (MST)

Q3 Milestone Report
Deadline: Apr 8 2025 05:00 PM (MDT)

Budget Amendment Requests (optional)
Completed on: Dec 1 2024 10:31 AM (MST)

POWERED BY Apply

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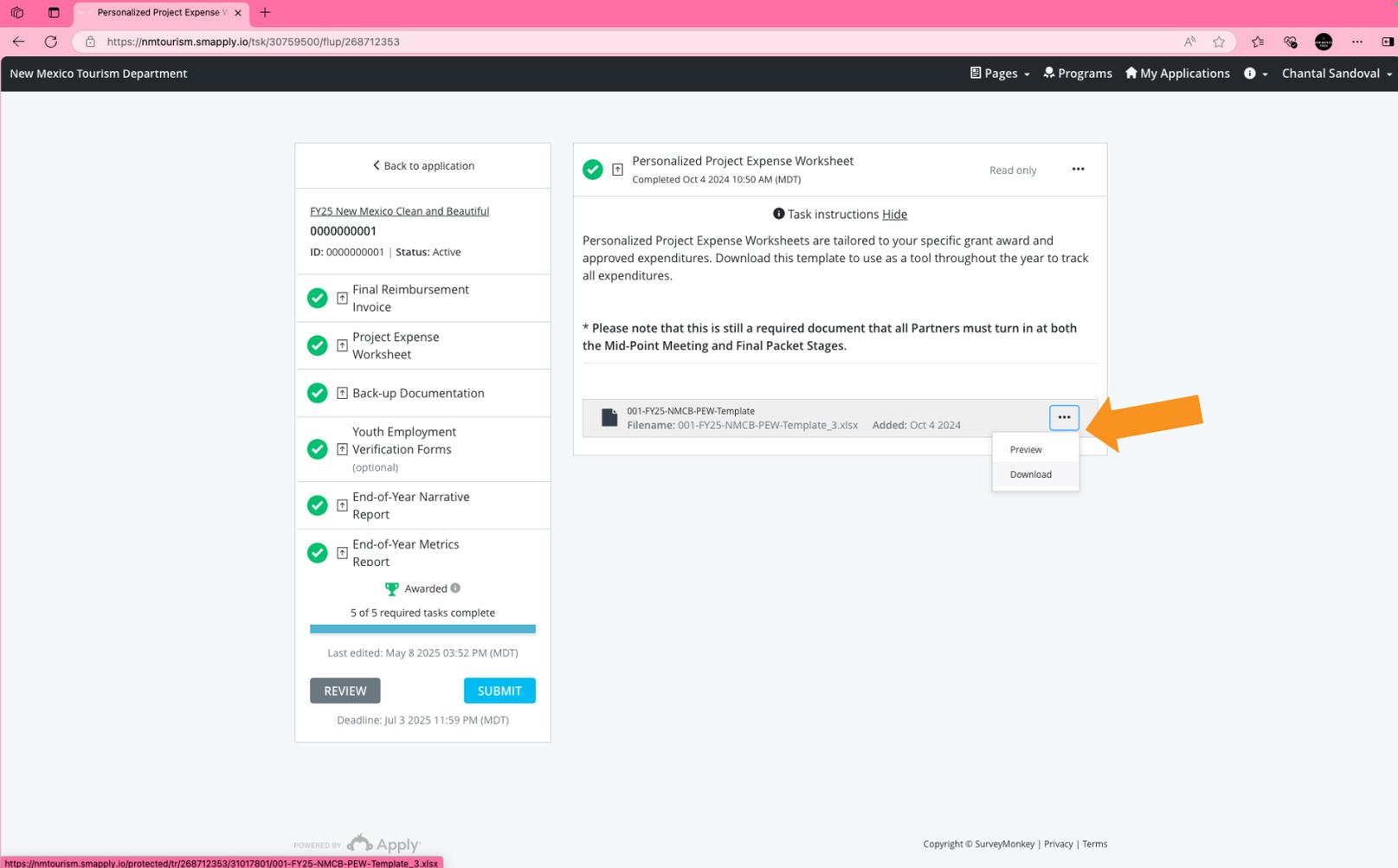
https://nmtourism.smapply.io/tsk/30759500/lup/268712353

Where do I find my Personalized Project Expense Worksheet?

Personalized Project Expense Worksheet templates can be found in your Survey Monkey Apply Account.

Step 3:

Select the three dots and from the drop-down menu, select download.



The screenshot shows a web browser window displaying the SurveyMonkey Apply interface for the New Mexico Tourism Department. The page title is "Personalized Project Expense Worksheet" and it shows a task list on the left and a document details panel on the right. The task list includes:

- Final Reimbursement Invoice
- Project Expense Worksheet
- Back-up Documentation
- Youth Employment Verification Forms (optional)
- End-of-Year Narrative Report
- End-of-Year Metrics Report

The document details panel shows the document name "001-FY25-NMCB-PEW-Template" and filename "001-FY25-NMCB-PEW-Template_3.xlsx". A dropdown menu is open over the document, showing "Preview" and "Download" options. An orange arrow points to the "Download" option.

At the bottom of the page, there is a footer that reads "POWERED BY Apply" and "Copyright © SurveyMonkey | Privacy | Terms".

Personalized Project Expense Worksheets

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Overview Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%
Reduce Waste							
2.5 Recycling Container		\$1,000.50				\$1,000.50	0.0%
Beautify Communities							
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%
Empower Youth							
4.1 Youth Interns				\$12,240.00		\$12,240.00	0.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues				\$253.00		\$253.00	0.0%
5.3 Keep America Beautiful Annual Conference				\$2,680.00		\$2,500.00	7.2%
Total Goal Expenditures	\$7,895.00	\$1,000.50	\$5,020.40	\$12,240.00	\$2,933.00		
							★★ Budget Variances shall be no greater than 10.0% ★★
Total FY25 Expenditures	\$29,088.90						
Total FY25 Grant Award	\$29,144.00						

Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.

Overview Tab

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						*Invoice OR *Receipt	**Cleared Check, *Bank Statement, *Warrant, OR *Attachment
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Visa Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$617.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Containers	Amazon	\$400.00	\$400.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
				Goal 1 Total Claimed	\$7,995.00		
2	2.5 Recycling Container	Recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
				Goal 2 Total Claimed	\$1,000.50		
3	3.2 Community Garden	Flowers	Low/Home Centers	\$400.00	\$388.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloth and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$400.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$204.00	\$204.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$448.00	\$448.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$200.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59
3	3.4 Graffiti Eradication	S.Gallon Paint	Sherwin-Williams	\$400.00	\$400.00	60	63
				Goal 3 Total Claimed	\$5,020.40		
4	4.3 Youth Interns	B-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66
4	4.3 Youth Interns	B-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	70	72
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	73	75
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	76	78
4	4.3 Youth Interns	B-Weekly Paycheck	Josh Doe	\$1,020.00	\$1,020.00	79	81
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	82	84
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	85	87
4	4.3 Youth Interns	B-Weekly Paycheck	Jarica Doe	\$1,020.00	\$1,020.00	88	90
4	4.3 Youth Interns	B-Weekly Paycheck	Jill Doe	\$1,020.00	\$1,020.00	91	93
4	4.3 Youth Interns	B-Weekly Paycheck	Jack Doe	\$1,020.00	\$1,020.00	94	96
4	4.3 Youth Interns	B-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99
				Goal 4 Total Claimed	\$12,240.00		
5	5.2 KAB Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	100	104
5	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$685.00	105	109
5	5.3 KAB Conference	Longing for KAB Conference	Hilton Hotel	\$1,000.00	\$884.20	110	112
5	5.3 KAB Conference	Airfare for KAB Conference	American Airlines	\$659.00	\$659.00	113	115
5	5.3 KAB Conference	Bagcheck/airline to KAB Conf.	American Airlines	\$50.00	\$55.00	116	119
5	5.3 KAB Conference	Bagcheck/airline from KAB Conf.	American Airlines	\$50.00	\$55.00	120	123
5	5.3 KAB Conference	Relocation/Transportation (subject to hotel)	Uber	\$22.00	\$22.00	124	126
5	5.3 KAB Conference	Relocation/Transportation (hotel to airport)	Uber	\$20.00	\$28.30	127	132
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Cafe	\$30.00	\$24.80	133	139
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Restaurant	\$50.00	\$46.70	140	143
				Goal 5 Total Claimed	\$2,933.00		
Total FY25 NM Clean and Beautiful Expenditures						\$29,088.90	

Expenditures Tab

Personalized Project Expense Worksheet

Overview Tab

- Allows the NMCB grant Partner to look at their overall expenditures per goal.
- Calculates the difference between each line item's allocation and the Partner's actual spend.
- Ensures all Partners stay within their budget or allowed 10.0% variance.

FY25 New Mexico Clean & Beautiful Grant Program								
PROJECT EXPENSE WORKSHEET								
Overview Tab								
CITY / COUNTY / TOWN / VILLAGE OF XXX								
Total Amount Claimed								
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance	
End Littering								
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%	
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%	
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%	
Reduce Waste								
2.5 Recycling Container		\$1,000.50				\$1,000.50	0.0%	
Beautify Communities								
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%	
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%	
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%	
Empower Youth								
4.1 Youth Interns				\$12,240.00		\$12,240.00	0.0%	
Increase Program Capacity								
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%	
5.3 Keep America Beautiful Annual Conference					\$2,680.00	\$2,500.00	7.2%	
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5			
	\$7,895.00	\$1,000.50	\$5,020.40	\$12,240.00	\$2,933.00			
Total FY25 Expenditures	\$29,088.90							
Total FY25 Grant Award	\$29,144.00							
							★★ Budget Variances shall be no greater than 10.0% ★★	

Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.

Personalized Project Expense Worksheet

Overview Tab

Partners will:

- Complete each goal and objective's total expenditures for the FY25 grant cycle.
- Keep variance at or under the allowable 10.0% per objective.
 - *The Variance will auto-calculate based on the number you enter under each total amount spent column*
- Ensure Total FY25 Expenditures must be equal to or less than Total FY25 Grant Award.

FY25 New Mexico Clean & Beautiful Grant Program								
PROJECT EXPENSE WORKSHEET								
Overview Tab								
CITY / COUNTY / TOWN / VILLAGE OF XXX								
Total Amount Claimed								
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance	
End Littering								
1.1 Anti-Litter Signage						\$150.00	-100.0%	
1.2 Dumpster Fees						\$6,000.00	-100.0%	
1.3 Clean-up Activities						\$2,000.50	-100.0%	
Reduce Waste								
2.5 Recycling Container						\$1,000.50	-100.0%	
Beautify Communities								
3.2 Community Garden						\$2,000.00	-100.0%	
3.3 Mural Projects						\$1,000.00	-100.0%	
3.4 Graffiti Eradication						\$2,000.00	-100.0%	
Empower Youth								
4.1 Youth Interns						\$12,240.00	-100.0%	
Increase Program Capacity								
5.2 Keep America Beautiful Dues						\$253.00	-100.0%	
5.3 Keep America Beautiful Annual Conference						\$2,500.00	-100.0%	
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5			
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total FY25 Expenditures	\$0.00							
Total FY25 Grant Award	\$29,144.00							
★★ Budget Variances shall be no greater than 10.0% ★★								

Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.

Personalized Project Expense Worksheet

Expenditures Tab

Objective

Please provide the objectives as outlined on your Project Award Schedule - *Exhibit A* of your FY25 Grant Agreement.

FY25 New Mexico Clean & Beautiful Grant Program					
EXHIBIT A					
PROJECT AWARD SCHEDULE					
CITY, COUNTY, COMMUNITY, TOWN, SCHOOL, VILLAGE OF XXX					
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Anti-Litter Signage <i>Approved Expenditures: Signs for bins</i>	\$150.00				
1.2 Dumpster Fees <i>Approved Expenditures: Dumpster and disposal fees</i>	\$6,000.00				
1.3 Clean-up Activities <i>Approved Expenditures: Trash bags, trash grabbers, nitrile gloves, and safety vests</i>	\$2,000.50				
Reduce Waste					
2.5 Recycling Container <i>Approved Expenditures: Two recycling containers for recycling center</i>		\$1,000.50			
Beautify Communities					
3.2 Community Garden <i>Approved Expenditures: Flowers and saplings</i>			\$2,000.00		
3.3 Mural Projects <i>Approved Expenditures: Paint, brushes, rollers, drop cloths, and trays</i>			\$1,000.00		
3.4 Graffiti Eradication <i>Approved Expenditures: Brushes and paint</i>			\$2,000.00		
Empower Youth					
4.3 Youth Interns <i>Approved Expenditures: Youth Interns</i>				\$12,240.00	
Increase Program Capacity					
5.2 Keep America Beautiful Dues <i>Approved Expenditures: Keep America Beautiful Dues</i>					\$253.00
5.3 Keep America Beautiful Annual Conference <i>Approved Expenditures: Keep America Beautiful Conference Registration & Travel</i>					\$2,500.00
Goal Subtotals	\$8,150.50	\$1,000.50	\$5,000.00	\$12,240.00	\$2,753.00
Total Award	\$29,144.00				
Approved by:  Date 09.01.202					

FY25 New Mexico Clean & Beautiful Grant Program								
PROJECT EXPENSE WORKSHEET								
Expenditures Tab								
CITY / COUNTY / TOWN / VILLAGE OF XXX								
INSTRUCTIONS:							BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.							•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number	
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3	
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8	
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10	
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12	
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14	
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16	
Goal 1 Total Claimed					\$7,895.00			
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20	
Goal 2 Total Claimed					\$1,000.50			
3	3.2 Community Garden	Flowers	Low's Home Centers	\$400.00	\$389.00	21	24	
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,848.00	25	26	
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29	
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32	
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35	
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40	
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43	
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45	
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47	
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50	
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53	
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56	
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59	

Personalized Project Expense Worksheet

Expenditures Tab

Items Purchased

Please provide the approved items that have been purchased that correlate with the Goal and Objective to the left.

** Please list items purchased per invoice or receipt.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Personalized Project Expense Worksheet

Expenditures Tab

Vendor

Please provide the Vendor name that the items listed in the column to the left have been purchased from.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Personalized Project Expense Worksheet

Expenditures Tab

Total Amount Spent

Please provide the Total Amount that you have spent on the goal and objective and from the vendor listed to the left.

** Please note the Total Amount Spent can be equal to or higher than the Total Amount Claimed.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
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Personalized Project Expense Worksheet

Expenditures Tab

Total Amount Claimed

Please provide the Total Amount that you are seeking reimbursement for.

** Please note that all expenditures will total for each goal and will provide an overall total under Total NM Clean and Beautiful Expenditures.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
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Personalized Project Expense Worksheet

Expenditures Tab

Total Amount Spent & Total Amount Claimed

* Please note that the amounts in the Total Amount Spent column amount do not need to match the amounts in the Total Claimed column.

The Total Amount Spent column is the total you spent on the item(s).

The Total Claimed column is the amount you are seeking reimbursement for and must be less than or equal to the amount listed in the Total Amount Spent column.

FY25 New Mexico Clean & Beautiful Grant Program								
PROJECT EXPENSE WORKSHEET								
Expenditures Tab								
CITY / COUNTY / TOWN / VILLAGE OF XXX								
INSTRUCTIONS:							BACK-UP DOCUMENTATION	
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Personalized Project Expense Worksheet

Expenditures Tab

Total FY25 NM Clean and Beautiful Expenditures

As you add each expenditure you will notice that each goal total and expenditure total amount will automatically calculate your total expenditures.

3	3.4 Grant Eradication	5 Gallon Paint	Sherwin-williams	\$400.00	\$400.00	60	63
				Goal 3 Total Claimed	\$5,020.40		
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66
4	4.3 Youth Interns	Bi-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janice Doe	\$1,020.00	\$1,020.00	70	72
4	4.3 Youth Interns	Bi-Weekly Paycheck	James Doe	\$1,020.00	\$1,020.00	73	75
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janine Doe	\$1,020.00	\$1,020.00	76	78
4	4.3 Youth Interns	Bi-Weekly Paycheck	Josh Doe	\$1,020.00	\$1,020.00	79	81
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jamie Doe	\$1,020.00	\$1,020.00	82	84
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jason Doe	\$1,020.00	\$1,020.00	85	87
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jacob Doe	\$1,020.00	\$1,020.00	88	90
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jill Doe	\$1,020.00	\$1,020.00	91	93
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jack Doe	\$1,020.00	\$1,020.00	94	96
4	4.3 Youth Interns	Bi-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99
				Goal 4 Total Claimed	\$12,240.00		
5	5.2 KAB Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	100	104
5	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$685.00	105	109
5	5.3 KAB Conference	Lodging for KAB Conference	Hilton Hotel	\$1,000.00	\$984.20	110	112
5	5.3 KAB Conference	Airfare for KAB Conference	American Airlines	\$809.00	\$809.00	113	115
5	5.3 KAB Conference	Bag check airline to KAB Conf.	American Airlines	\$50.00	\$35.00	116	119
5	5.3 KAB Conference	Bag check airline from KAB Conf.	American Airlines	\$50.00	\$35.00	120	123
5	5.3 KAB Conference	Rideshare/Transportation (airport to hotel)	Uber	\$32.00	\$32.00	124	126
5	5.3 KAB Conference	Rideshare/Transportation (hotel to airport)	Uber	\$30.00	\$28.30	127	132
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Café	\$30.00	\$24.80	133	139
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Restaurant	\$50.00	\$46.70	140	143
				Goal 5 Total Claimed	\$2,933.00		
Total FY25 NM Clean and Beautiful Expenditures					\$29,088.90		

Personalized Project Expense Worksheet

Expenditures Tab

Invoice or Receipt – Page Number

Please provide an invoice or receipt for each objective's expenditure.

** You will need to scan and organize all invoices and receipts in the order that they are listed on your Personalized Project Expense Worksheet.*

On your Personalized Project Expense Worksheet, you will need to provide the correlating page number in this column. Invoices and receipts need to be saved as a PDF.

FY25 New Mexico Clean & Beautiful Grant Program								
PROJECT EXPENSE WORKSHEET								
Expenditures Tab								
CITY / COUNTY / TOWN / VILLAGE OF XXX								
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Personalized Project Expense Worksheet

Expenditures Tab

Cleared Check, Bank Statement, Warrant, or Attestation – Page Number

Please provide one of the following proofs of payment for each expenditure:

- Cleared Check
- Bank Statement
- Warrant
- Attestation

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Back-up Documentation

Please highlight the total spend on each expenditure's receipt or invoice and proof of payment.

amazon.com

Final Details for Order #000-0000000-0000000
[Print this page for your records.](#)

Order Placed: September 25, 2023
Amazon.com order number: 000-0000000-0000000
Order Total: \$400.00

Shipped on September 26, 2023

Items Ordered	Price
1 of: Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Vitrile Coated Industrial Gloves (Black) Sold by: Amazon.com Services LLC supplied by: Other Condition: New	\$378.42

Shipping Address:
Chantal S Sandoval
419 OLD SANTA FE TRAIL
SANTA FE, NM 87501
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method: Discover ending in XXXX	Item(s) Subtotal: \$378.42 Shipping & Handling: \$0.00 Total before tax: \$378.42 Estimated tax to be collected: \$21.58
Billing address Chantal S Sandoval 419 OLD SANTA FE TRAIL SANTA FE, NM 87501 United States	Grand Total: \$400.00

Credit Card transactions Discover ending in XXXX: September 26, 2023: \$400.00

To view the status of your order, return to [Order Summary.](#)

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Receipt or Invoice

DISCOVER

ONLINE Discover.com or download our app
PHONE 1-800-347-2683 Hearing/Speech Impaired Dial 711 (Relay Service)
PAYMENTS Discover PO Box 6103 Carol Stream IL 60197-6103

Page 3 of 6

Transactions				Cashback Bonus® Rewards	
TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT		PREVIOUS BALANCE	\$0.00
09/18	AUTOMATIC STATEMENT CREDIT	-\$22.06		EARNED THIS PERIOD	1% Cashback Bonus +\$2.39
09/25	INTERNET PAYMENT - THANK YOU	-\$1,050.00		REDEEMED THIS PERIOD	-\$2.39
				CASHBACK BONUS BALANCE	\$0.00

TRANS. DATE	PURCHASES	MERCHANT CATEGORY	AMOUNT
09/25	AMAZON 8889057888 CA	Merchandise	\$400.00

5% Cashback Bonus®
Activate at discover.com/5amazon.com & Target
Earn 5% cash back on everyday purchases at different places each quarter, up to the quarterly maximum when you activate. Plus, earn 1% cash back on all other purchases.
For details, see Information For You section.

Fees and Interest Charged

TOTAL FEES FOR THIS PERIOD	\$0.00	\$0.00
INTEREST CHARGED FOR THIS PERIOD	AMOUNT	
INTEREST CHARGE ON PURCHASES	\$0.00	
INTEREST CHARGE ON CASH ADVANCES	\$0.00	
INTEREST CHARGE ON BALANCE TRANSFERS	\$0.00	
TOTAL INTEREST FOR THIS PERIOD	\$0.00	
2023 TOTALS YEAR-TO-DATE CHARGED	AMOUNT	
TOTAL FEES CHARGED IN 2023	\$0.00	
TOTAL INTEREST CHARGED IN 2023	\$0.00	

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.
CURRENT BILLING PERIOD: 30 DAYS

TYPE OF BALANCE	APR*	PROMO APR EXPIRES**	BALANCE SUBJECT TO INTEREST RATE	INTEREST CHARGE
Purchases	16.24% V	N/A	\$0.00	\$0.00
Cash Advances	29.99% V	N/A	\$0.00	\$0.00

V = VARIABLE RATE

Variable APRs will not exceed 29.99%.
* If your account is currently enrolled in a special program or is placed into one during the term of the offer, you will receive the benefit of the lower rate while the special program is in effect. This includes, if applicable, any lower rates as authorized under the Servicemembers Civil Relief Act.
** This is the date your promotional rate expires and the remaining balance will be moved to your standard APR disclosed when you accepted the offer. Please note: Changing your payment due date may change your Promo APR Expiration Date.
*** For more information, please call us at 1-800-347-2683.

Proof of Payment

Back-up Documentation – Attestation

Attestations must be from the CFO or equivalent financial authority at the Entity. The person signing must attest that the payment will be processed prior to June 30, 2025 - which is the end of the fiscal year.

Parameters for required information in the attestation:

- Purpose of Expenditure & Correlation to NMCB Grant Goals & Objectives
- Date of Expenditure
- Vendor & Items Purchased
- Amount of Expenditure
- Notarization of Signature

Personalized Project Expense Work & Back-up Documentation

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Overview Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%
Reduce Waste							
2.5 Recycling Container	\$1,000.50					\$1,000.50	0.0%
Beautify Communities							
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%
Empower Youth							
4.1 Youth Interns		\$12,240.00				\$12,240.00	0.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues			\$253.00			\$253.00	0.0%
5.3 Keep America Beautiful Annual Conference			\$2,680.00			\$2,500.00	7.2%
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
	\$7,895.00	\$1,000.50	\$5,020.40	\$12,240.00	\$2,933.00		★★ Budget Variances shall be no greater than 10.0% ★★
Total FY25 Expenditures	\$29,088.90						
Total FY25 Grant Award	\$29,144.00						

Overview Tab

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1.1	1.1 Anti-Litter Signage	Hand Sign	Wash Post	\$150.00	\$150.00	1	1
1.1	1.2 Dumpster Fees	Dumpster B/Fees	Waste Management	\$6,450.00	\$6,145.00	6	6
1.1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1.1	1.3 Clean-up Activities	Trash Bags	Uline	\$600.00	\$600.00	11	12
1.1	1.3 Clean-up Activities	Trash Containers	Amazon	\$500.00	\$500.00	13	14
1.1	1.3 Clean-up Activities	Nylon Gloves/Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed				\$7,895.00	\$7,895.00	17	20
3.2	3.2 Community Garden	Flowers	Lowes Home Centers	\$400.00	\$399.00	21	24
3.2	3.2 Community Garden	Supplies	Walmart	\$1,700.00	\$1,648.00	26	28
3.2	3.3 Mural Projects	Custom Posters/Banners	Shawco-Williams	\$150.00	\$150.00	27	28
3.2	3.3 Mural Projects	Custom Paint	Shawco-Williams	\$100.00	\$100.00	30	32
3.2	3.3 Mural Projects	Brushes	Shawco-Williams	\$200.00	\$200.00	34	35
3.2	3.3 Mural Projects	Handcapped Signs	Amazon	\$178.40	\$178.40	36	40
3.2	3.3 Mural Projects	Drop Cloths/Bananas	Amazon	\$287.00	\$300.00	41	43
3.2	3.3 Mural Projects	Brushes and Tapes	Amazon	\$50.00	\$50.00	44	45
3.2	3.4 Graffiti Eradication	Brushes	Shawco-Williams	\$400.00	\$400.00	46	47
3.2	3.4 Graffiti Eradication	Custom Posters/Banners	Shawco-Williams	\$300.00	\$300.00	48	50
3.2	3.4 Graffiti Eradication	Custom Posters/Banners	Shawco-Williams	\$446.00	\$446.00	51	53
3.2	3.4 Graffiti Eradication	Custom Paint	Shawco-Williams	\$200.00	\$200.00	54	56
3.2	3.4 Graffiti Eradication	Custom Paint	Shawco-Williams	\$200.00	\$200.00	57	58
3.2	3.4 Graffiti Eradication	Custom Paint	Shawco-Williams	\$400.00	\$400.00	60	63
Goal 3 Total Claimed				\$5,020.40	\$5,020.40	64	68
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	69	70
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	71	72
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	73	74
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	75	76
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	77	78
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	79	81
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	82	84
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	85	87
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	88	90
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	91	93
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	94	96
4.1	4.1 Youth Interns	Walmart Paycheck	Amco Dns	\$1,200.00	\$1,200.00	97	99
Goal 4 Total Claimed				\$12,240.00	\$12,240.00	100	104
5.2	5.2 KABC Conference	KABC Dues	Keep America Beautiful	\$253.00	\$253.00	105	106
5.2	5.2 KABC Conference	KABC Conference registration	Keep America Beautiful	\$685.00	\$685.00	107	108
5.2	5.2 KABC Conference	Longhorn KABC Conference	Hilton Hotel	\$1,000.00	\$882.20	110	112
5.2	5.2 KABC Conference	Admission KABC Conference	American Airlines	\$85.00	\$85.00	113	116
5.2	5.2 KABC Conference	Registration for KABC Conf.	American Airlines	\$150.00	\$150.00	118	119
5.2	5.2 KABC Conference	Registration for KABC Conf.	American Airlines	\$80.00	\$80.00	120	123
5.2	5.2 KABC Conference	Program Transportation (transportation)	Uber	\$32.00	\$32.00	124	126
5.2	5.2 KABC Conference	Program Transportation (transportation)	Uber	\$30.00	\$30.00	127	130
5.2	5.2 KABC Conference	Hotel Cafe	Hilton Hotel	\$30.00	\$34.85	133	138
5.2	5.2 KABC Conference	Hotel Restaurant	Hilton Hotel	\$30.00	\$46.70	140	143
Goal 5 Total Claimed				\$2,500.00	\$2,500.00	144	148
Total FY25 NM Clean and Beautiful Expenditures				\$29,088.90	\$29,088.90		

Expenditures Tab

amazon.com

Final Details for Order #000-000000-000000
[Print this page for your records.](#)

Order Placed: September 25, 2023
 Amazon.com order number: 000-000000-000000
 Order Total: \$400.00

Shipped on September 26, 2023

Items Ordered
 1 of: Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Nitrile Coated Industrial Gloves (Black) Sold by: Amazon.com Services LLC
 Price \$378.42

Shipping Address:
 Chantal S Sandoval
 419 OLD SANTA FE TRAIL
 SANTA FE, NM 87501
 United States

Shipping Speed:
 FREE Prime Delivery

Payment information
 Payment Method: Discover ending in XXXX
 Item(s) Subtotal: \$378.42
 Shipping & Handling: \$0.00
 Total before tax: \$378.42
 Estimated tax to be collected: \$21.58
Grand Total: \$400.00

Billing address
 Chantal S Sandoval
 419 OLD SANTA FE TRAIL
 SANTA FE, NM 87501
 United States

Credit Card Transactions Discover ending in XXXX September 26, 2023 \$400.00

To view the status of your order, return to [Order Summary.](#)

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Receipt or Invoice

Proof of Payment

Transactions

TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT	PREVIOUS BALANCE	\$0.00
09/18	AUTOMATIC STATEMENT CREDIT	\$272.00	EARNED THIS PERIOD	\$0.00
09/25	INTERNET PAYMENT - THANK YOU	\$1,050.00	1% Cashback Bonus	+\$2.39
			REDEEMED THIS PERIOD	-\$2.39
			CASHBACK BONUS BALANCE	\$0.00

Cashback Bonus Rewards

5% Cashback Bonus*
 Amazon.com & Target
 Activate at discover.com/5%cashback

Fees and Interest Charged

TOTAL FEES FOR THIS PERIOD \$0.00

INTEREST CHARGED FOR THIS PERIOD \$0.00
 INTEREST CHARGE ON CASH ADVANCES \$0.00
 INTEREST CHARGE ON BALANCE TRANSFERS \$0.00
 TOTAL INTEREST FOR THIS PERIOD \$0.00

2023 TOTALS YEAR-TO-DATE CHARGED
 TOTAL FEES CHARGED IN 2023 \$0.00
 TOTAL INTEREST CHARGED IN 2023 \$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.
 CURRENT BILLING PERIOD: 30 DAYS

TYPE OF BALANCE	APR*	PROMO APR EXPIRES**	BALANCE SUBJECT TO INTEREST RATE	INTEREST CHARGE
Purchases	16.24% V	N/A	\$0.00	\$0.00
Cash Advances	29.99% V	N/A	\$0.00	\$0.00

V = VARIABLE RATE

*Variable APRs will not exceed 29.99%
 **If your account is currently enrolled in a special program or is placed into one during the term of the offer, you will receive the benefit of the lower rate while the special program is in effect. This includes, if applicable, any lower rates as authorized under the ServiceMember's Civil Relief Act.
 *** This is the date your promotional rate expires and the remaining balance will be moved to your standard APR (disclosed when you accepted the offer). Please note: Changing your payment due date may change your Promo APR expiration date.
 **** For more information, please call us at 1-800-347-2483.

MONDAY
 June 2
 5 P.M.

Financials - Frequently Asked Questions

Q: When are Project Expense Worksheets Due?

A: Completed Project Expense Worksheets on Monday, June 2, 2025, 5 P.M. via the Survey Monkey Apply Portal <https://nmtourism.smapply.io/>

Q: What should I do if I exceed 10.0% allowed variance?

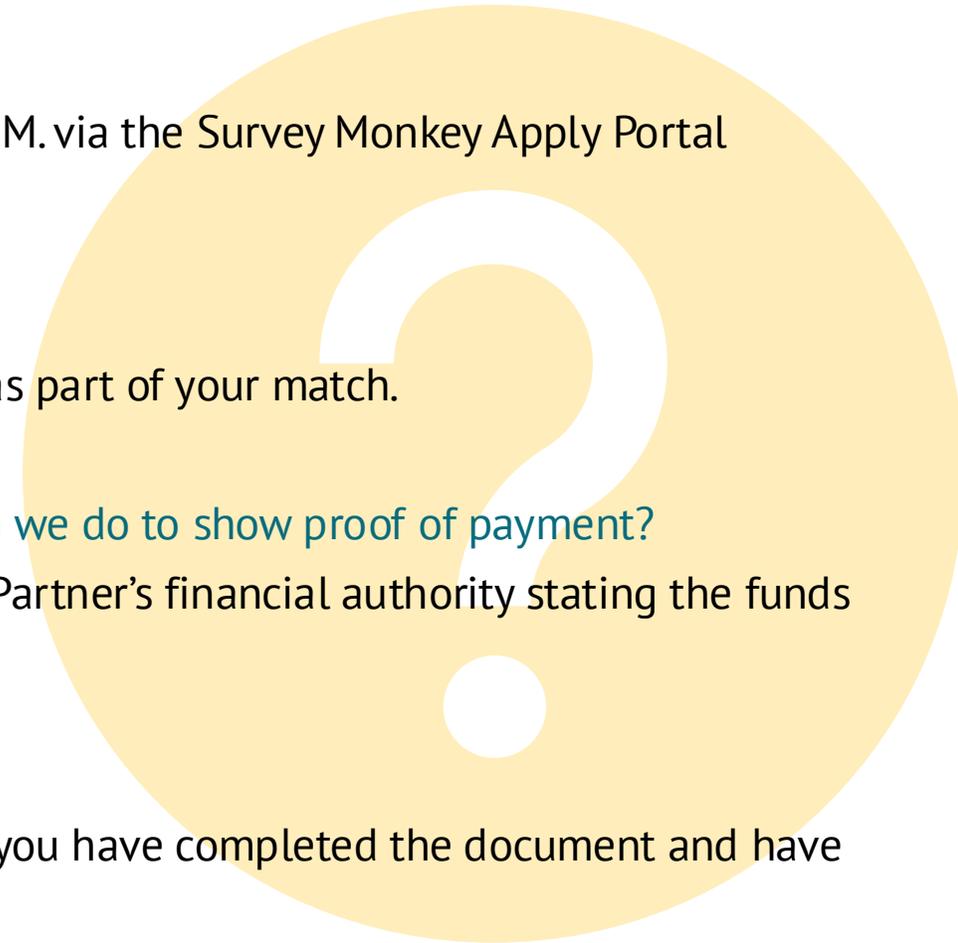
A: If you exceed the allowed 10.0% variance, the excess should be used as part of your match.

Q: If an expense will not clear our account before the due date, what can we do to show proof of payment?

A: Attestation – notarized document signed by CFO or equivalent to the Partner’s financial authority stating the funds have been spent and vendor will be paid by June 30, 2025.

Q: Can I turn in the Project Expense Worksheet early?

A: Yes! You can upload your completed Project Expense Worksheet once you have completed the document and have all back-up documentation in-order at <https://nmtourism.smapply.io/>



Final Reimbursement Invoice

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What is a Final Reimbursement Invoice?

The Final Reimbursement Invoice informs NMTD of the total amount each Partner is requesting to be reimbursed by NMTD for the end of the grant cycle.

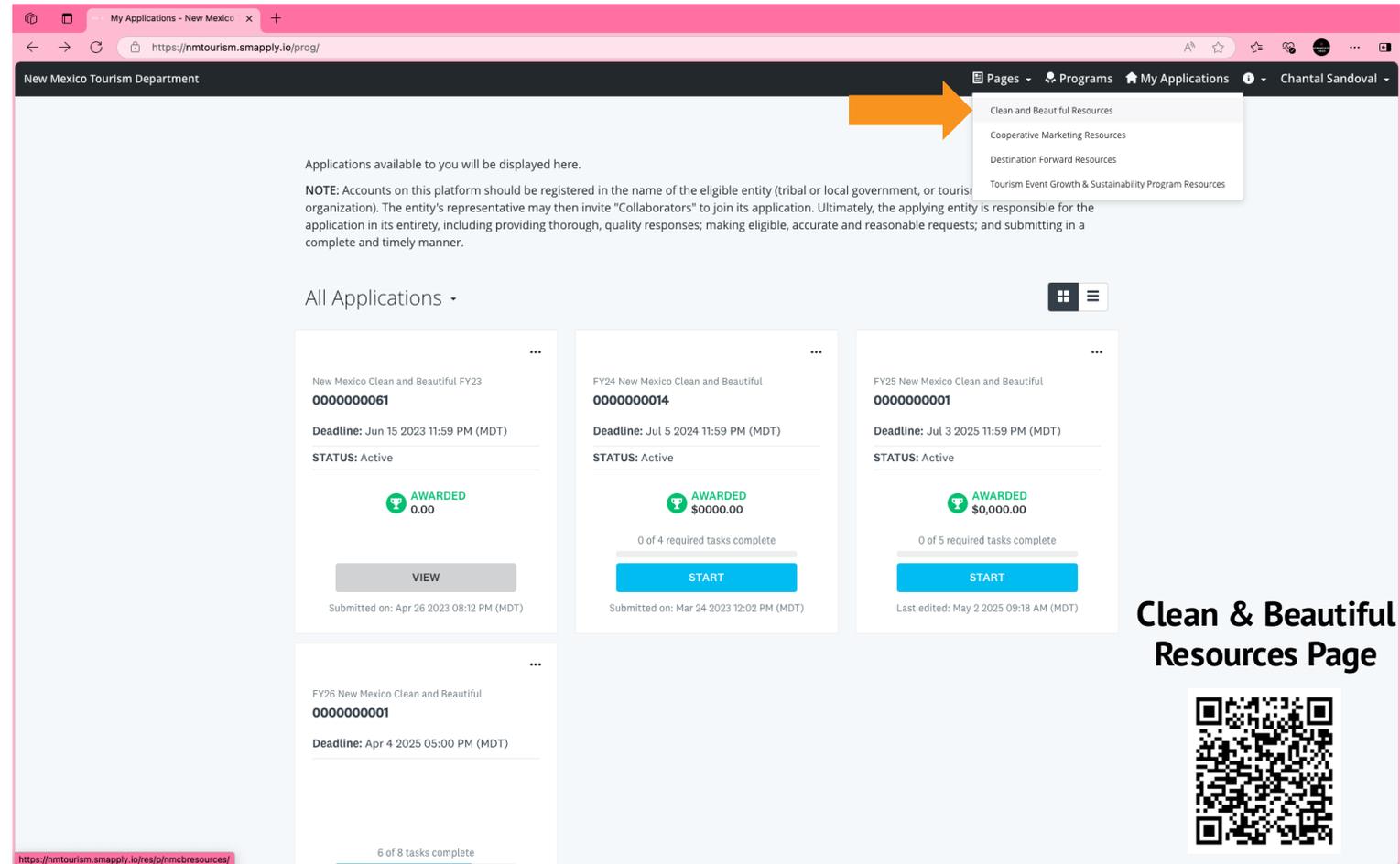
* **Final Reimbursement Invoices** are **required** from all NMCB grant Partners at the end of the grant cycle **on or before June 2, 2025 – 5 P.M.**

Where to find the Final Reimbursement Invoice Template?

Survey Monkey Apply

Step 1

Open FY25 NMCB Grant in the Survey Monkey Apply portal. On the top-right hand corner, select pages and click on Clean and Beautiful Resources.



The screenshot shows the Survey Monkey Apply portal for the New Mexico Tourism Department. The browser address bar is <https://nmtourism.smapply.io/prog/>. The page title is "New Mexico Tourism Department". In the top right corner, there is a navigation menu with "Pages", "Programs", "My Applications", and "Chantal Sandoval". An orange arrow points to the "Pages" dropdown menu, which is open and shows four options: "Clean and Beautiful Resources", "Cooperative Marketing Resources", "Destination Forward Resources", and "Tourism Event Growth & Sustainability Program Resources". The main content area displays "All Applications" with a list of grants. The first three grants are "New Mexico Clean and Beautiful FY23", "FY24 New Mexico Clean and Beautiful", and "FY25 New Mexico Clean and Beautiful". Each grant card shows its ID, deadline, status, and a "VIEW" or "START" button. The "FY25 New Mexico Clean and Beautiful" grant is highlighted with a blue "START" button. The URL at the bottom of the page is <https://nmtourism.smapply.io/res/p/nmcresources/>. A QR code is located in the bottom right corner of the screenshot.

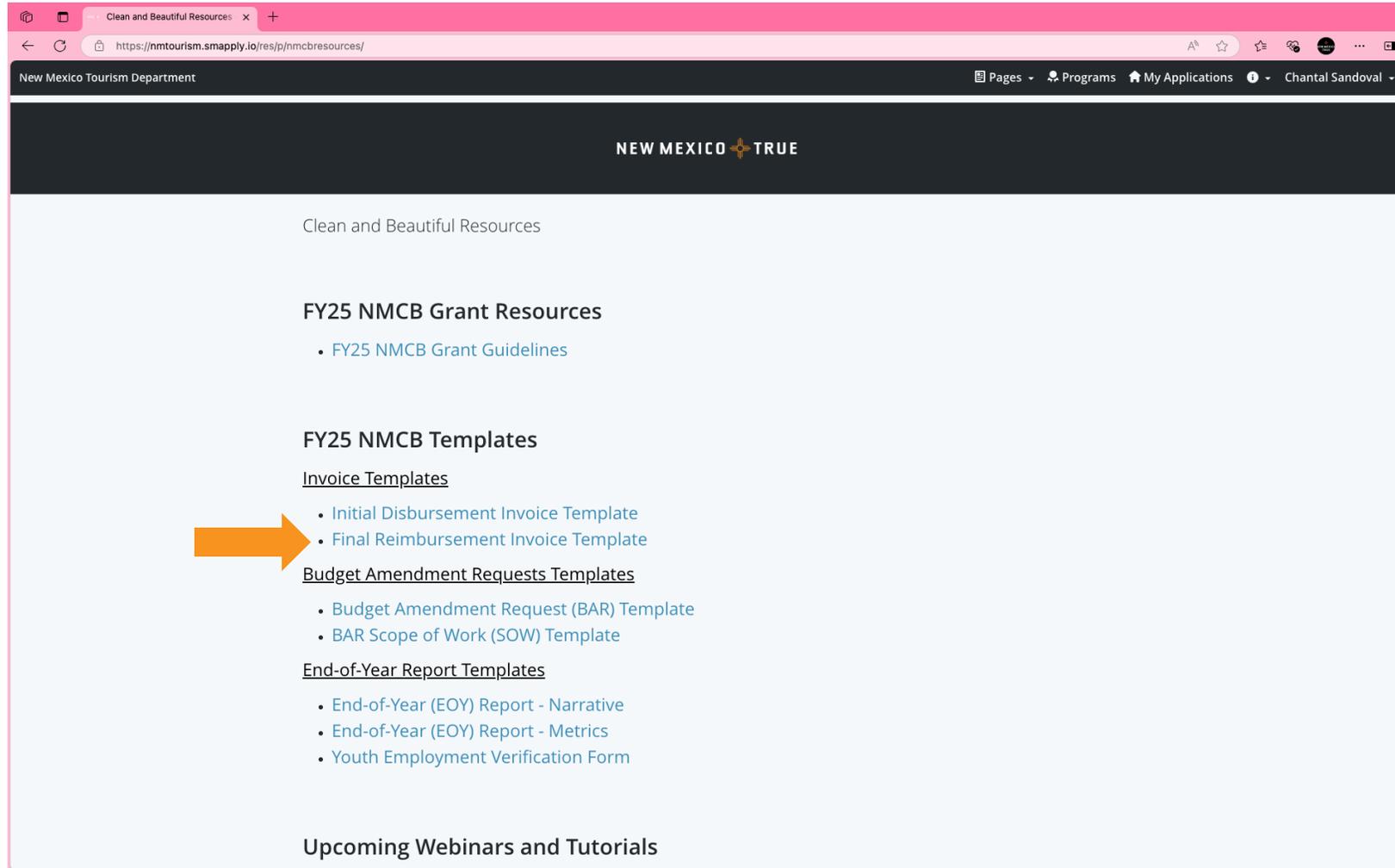
Clean & Beautiful Resources Page

Where to find the Final Reimbursement Invoice Template?

Survey Monkey Apply

Step 2

Under the Clean and Beautiful Resources Page, download the ***Final Reimbursement Invoice Template***.



Clean and Beautiful Resources

FY25 NMCB Grant Resources

- [FY25 NMCB Grant Guidelines](#)

FY25 NMCB Templates

Invoice Templates

- [Initial Disbursement Invoice Template](#)
- [Final Reimbursement Invoice Template](#)

Budget Amendment Requests Templates

- [Budget Amendment Request \(BAR\) Template](#)
- [BAR Scope of Work \(SOW\) Template](#)

End-of-Year Report Templates

- [End-of-Year \(EOY\) Report - Narrative](#)
- [End-of-Year \(EOY\) Report - Metrics](#)
- [Youth Employment Verification Form](#)

Upcoming Webinars and Tutorials

Final Reimbursement Invoice

The Final Reimbursement Invoice must:

- Be completed by Partners.
- Show the date the Final Reimbursement Invoice is submitted to NMTD .
- Provide the remaining reimbursement amount for the current grant cycle.

* **Final Reimbursement** Invoices are **required** from all NMCB grant Partners at the end of the grant cycle **on or before June 2, 2025 – 5 P.M.**

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**NEW MEXICO CLEAN & BEAUTIFUL
FY25 FINAL DISBURSEMENT INVOICE**

Please complete the fields below.

Today's Date: May 12, 2025

Name of Awarded Entity: City / County / Pueblo / Town / School / Village

Complete Mailing Address: 888 Camino de Rincones Colorados
My Home Town, NM 80000

Final Reimbursement Request Amount: \$0000.00

DO NOT COMPLETE ANY OF THE FIELDS BELOW

For NMTD Admin use ONLY

PO Number: _____

Total Award Amount: _____

Paid to Date: _____

Remaining Balance: _____

Current Request: _____

Approved By: _____

Invoice Number: _____ Invoice Date: _____

Final Reimbursement Invoice Due Date

KEEP NEW MEXICO  TRUE

NEW MEXICO CLEAN & BEAUTIFUL
FY25 **FINAL** DISBURSEMENT INVOICE

Please complete the fields below.

Today's Date: May 12, 2025

Name of Awarded Entity: City / County / Pueblo / Town / School / Village

Complete Mailing Address: 888 Camino de Rincones Colorados
My Home Town, NM 80000

Final Reimbursement Request Amount: \$0000.00

DO NOT COMPLETE ANY OF THE FIELDS BELOW

For NMTD Admin use ONLY

PO Number: _____

Total Award Amount: _____

Paid to Date: _____

Remaining Balance: _____

Current Request: _____

Approved By: _____

Invoice Number: _____

Invoice Date: _____

MONDAY

June 2

5 P.M.

Youth Employment Verification Forms

**Optional*

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Youth Employment Verification Form

- Please provide a youth employment verification form for each youth sub-contractor or intern that you have employed.
- This is only required if the entity employed youth interns or subcontractors during the grant cycle.
- To be accepted and valid, Youth Employment Verification Forms must be notarized.

* Youth Employment expense documentation may be satisfied by pay-stubs or an attestation from the Partner's CFO or equivalent financial authority.

New Mexico Clean & Beautiful Program
Youth Employment Verification Form
(For individually hired youth interns, not youth groups)

Please submit this completed, signed and notarized form with the Final Reimbursement Request and Project Expense Worksheet.

Local Agency Name: _____
Supervisor Name: _____
Youth Employee Name: _____
Youth Employee Age at time of Employment: _____

By signing below, the youth employee and supervisor acknowledge and affirm that the following statements are true and correct to the best of their knowledge.

- Youth Employee is 14 to 25 years of age at the time of employment
- Youth Employee is considered a temporary employee of the local agency and is not an employee of the State of New Mexico.

Employee Signature _____ Date _____
Supervisor Signature _____ Date _____

STATE OF NEW MEXICO
COUNTY OF _____

The foregoing document was affirmed before me this _____ day of _____, 20____, by the above-named individuals, who appeared before me in person, are personally known to me or identified by me through satisfactory evidence, and who made a vow of truthfulness of fidelity on penalty of perjury.

Signature of Notary Public _____ Seal: _____
My Commission Expires: _____

Where to find the Youth Employment Verification Form?

Survey Monkey Apply

Step 1

Open FY25 NMCB Grant in the Survey Monkey Apply portal. On the top-right hand corner, select pages and click on Clean and Beautiful Resources.

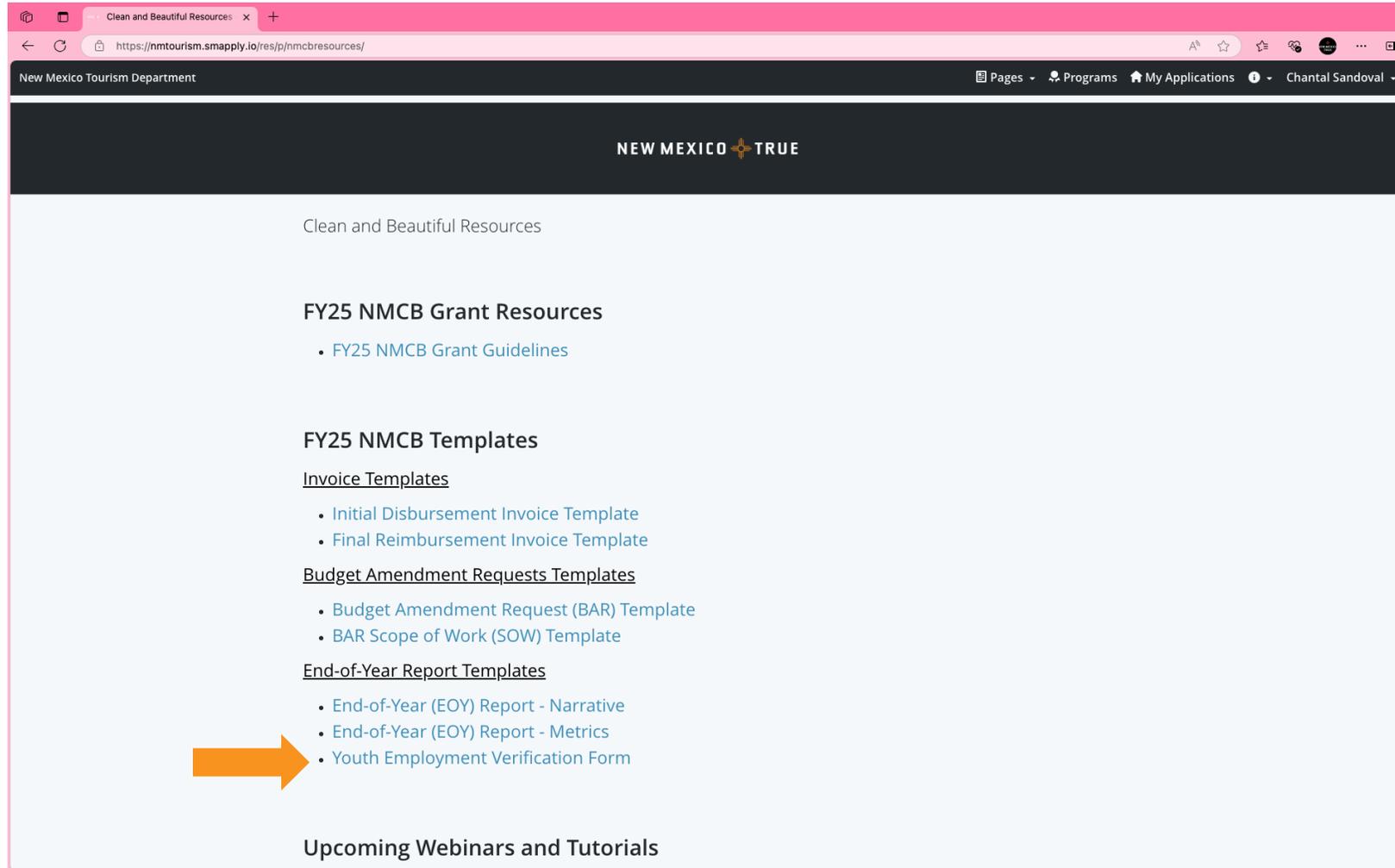
The screenshot shows a web browser window with the URL <https://nmtourism.smapply.io/prog/>. The page title is "New Mexico Tourism Department". In the top right corner, there is a navigation menu with "Pages" selected, which has opened a dropdown menu. An orange arrow points to the "Clean and Beautiful Resources" option in this menu. Below the navigation, there is a note: "Applications available to you will be displayed here. NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism organization). The entity's representative may then invite 'Collaborators' to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner." Below this is a section titled "All Applications" with a grid of application cards. The first card is for "New Mexico Clean and Beautiful FY23" with ID "0000000061", deadline "Jun 15 2023 11:59 PM (MDT)", and status "Active". It shows "AWARDED 0.00" and a "VIEW" button. The second card is for "FY24 New Mexico Clean and Beautiful" with ID "0000000014", deadline "Jul 5 2024 11:59 PM (MDT)", and status "Active". It shows "AWARDED \$0,000.00", "0 of 4 required tasks complete", and a "START" button. The third card is for "FY25 New Mexico Clean and Beautiful" with ID "0000000001", deadline "Jul 3 2025 11:59 PM (MDT)", and status "Active". It shows "AWARDED \$0,000.00", "0 of 5 required tasks complete", and a "START" button. The fourth card is for "FY26 New Mexico Clean and Beautiful" with ID "0000000001", deadline "Apr 4 2025 05:00 PM (MDT)", and status "Active". It shows "6 of 8 tasks complete". In the bottom right corner, there is a QR code and the text "Clean & Beautiful Resources Page".

Where to find the Youth Employment Verification Form?

Survey Monkey Apply

Step 2

Under the Clean and Beautiful Resources Page, download the ***Youth Employment Verification Form***.



Clean and Beautiful Resources

FY25 NMCB Grant Resources

- [FY25 NMCB Grant Guidelines](#)

FY25 NMCB Templates

Invoice Templates

- [Initial Disbursement Invoice Template](#)
- [Final Reimbursement Invoice Template](#)

Budget Amendment Requests Templates

- [Budget Amendment Request \(BAR\) Template](#)
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End-of-Year Report Templates

- [End-of-Year \(EOY\) Report - Narrative](#)
- [End-of-Year \(EOY\) Report - Metrics](#)
- [Youth Employment Verification Form](#)

Upcoming Webinars and Tutorials

Submission in Survey Monkey Apply

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New Tasks in Survey Monkey Apply

Partners have been moved into the Final Packet Stage of the FY25 grant cycle.

Partners will see the new tasks populate in their Survey Monkey Apply Account:

- Final Reimbursement
- Project Expense Worksheet
- Back-up Documentation
- End-of-Year Reports
 - *Youth Employment Verification Forms (optional)*
 - *Volunteer Sign-in Sheets (optional)*
 - *Supplementary Uploads (optional)*

*** Partners are required to submit all documentation that is not noted as optional.**

The screenshot displays the Survey Monkey Apply interface for the New Mexico Tourism Department. The main header shows the grant title "FY25 New Mexico Clean and Beautiful" and the user "Chantal Sandoval". The application status is "Active" with a value of "\$0,000.00". The "Your tasks" section is highlighted with an orange border and lists the following tasks with their respective deadlines:

- Final Reimbursement Invoice (Deadline: Jun 2 2025 05:00 PM (MDT))
- Project Expense Worksheet (Deadline: Jun 2 2025 05:00 PM (MDT))
- Back-up Documentation (Deadline: Jun 2 2025 05:00 PM (MDT))
- Youth Employment Verification Forms (optional) (Deadline: Jun 2 2025 05:00 PM (MDT))
- End-of-Year Narrative Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- Volunteer Sign-in Sheets (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

The "Previous tasks" section shows "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)).

New Tasks in Survey Monkey Apply

Partners are required to complete the following tasks:

- Final Reimbursement Invoice
- Project Expense Worksheet
- Back-up Documentation
- End-of-Year Report
 - Narrative Report
 - Metrics Report

The screenshot shows the Survey Monkey Apply interface for a grant application titled "FY25 New Mexico Clean and Be...". The application ID is 0000000001 and its status is Active. The interface is divided into several sections:

- AWARDED \$0,000.00**: A green banner indicating the award amount. Below it, the awarded date is "Aug 20 2024 02:07 PM (MDT)" and "0 of 5 required tasks complete". The last edited date is "May 2 2025 09:18 AM (MDT)". There are "REVIEW" and "SUBMIT" buttons. The deadline is "Jul 3 2025 11:59 PM (MDT)".
- Owner Information**: The owner is Chantal Sandoval (Owner) with email chantal.sandoval@td.nm.gov. There is an "Add collaborator" button.
- Your tasks**: A list of tasks with checkboxes and right-pointing arrows. The tasks are:
 - Final Reimbursement Invoice (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Project Expense Worksheet (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Back-up Documentation (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Youth Employment Verification Forms (optional) (Deadline: Jun 2 2025 05:00 PM (MDT))
 - End-of-Year Narrative Report (Deadline: Jul 3 2025 05:00 PM (MDT))
 - End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
 - Volunteer Sign-in Sheets (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
 - Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
 - Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Previous tasks**: A list of tasks that have been completed, including "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

Orange arrows point from the "SUBMIT" button to the "Final Reimbursement Invoice" task. Another set of orange arrows points from the "Add collaborator" button to the "End-of-Year Narrative Report" and "End-of-Year Metrics Report" tasks.

New Tasks in Survey Monkey Apply

The following tasks are optional:

- Youth Employment Verification Forms
** If you have employed youth, you must submit this form.*
- Volunteer Sign-in Sheets
** If you have had volunteer participation, you must submit this form.*
- Supplementary Uploads

The screenshot shows the Survey Monkey Apply interface for a grant application titled "FY25 New Mexico Clean and Be...". The application ID is 0000000001 and its status is Active. The interface is divided into several sections:

- Application Summary:** Shows the grant amount as "AWARDED \$0,000.00", awarded on August 20, 2024, and that 0 of 5 required tasks are complete. It includes "REVIEW" and "SUBMIT" buttons and a deadline of July 3, 2025, 11:59 PM (MDT).
- Owner Information:** Lists Chantal Sandoval as the owner with the email chantal.sandoval@td.nm.gov and an "Add collaborator" button.
- Your tasks:** A list of tasks with their respective deadlines. Three tasks are highlighted with orange boxes and arrows:
 - Final Reimbursement Invoice (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Project Expense Worksheet (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Back-up Documentation (Deadline: Jun 2 2025 05:00 PM (MDT))
 - Youth Employment Verification Forms (optional)** (Deadline: Jun 2 2025 05:00 PM (MDT)) - highlighted with an orange box and arrow.
 - End-of-Year Narrative Report (Deadline: Jul 3 2025 05:00 PM (MDT))
 - End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
 - Volunteer Sign-in Sheets (optional)** (Deadline: Jul 3 2025 05:00 PM (MDT)) - highlighted with an orange box and arrow.
 - Photo & Video Uploads (optional)** (Deadline: Jul 3 2025 05:00 PM (MDT)) - highlighted with an orange box and arrow.
 - Supplementary Uploads (optional)** (Deadline: Jul 3 2025 05:00 PM (MDT)) - highlighted with an orange box and arrow.
- Previous tasks:** Lists "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

Submitting Financial Tasks in Survey Monkey Apply

Step 1:

Under 'Your Tasks' please select a task to complete.

The screenshot shows a web browser window with the URL <https://nmtourism.smapply.io/sub/30759500/>. The page title is "New Mexico Tourism Department" and the user is logged in as "Chantal Sandoval".

On the left, a summary card displays:

- AWARDED \$0,000.00**
- Awarded on: Aug 20 2024 02:07 PM (MDT)
- 0 of 5 required tasks complete
- Last edited: May 2 2025 09:18 AM (MDT)
- Buttons: REVIEW, SUBMIT
- Deadline: Jul 3 2025 11:59 PM (MDT)
- Owner: Chantal Sandoval (Owner), chantal.sandoval@td.nm.gov
- Button: Add collaborator

On the right, the application details for "FY25 New Mexico Clean and Be..." are shown with ID "000000001" and status "Active". Below this is a "Your tasks" section with a list of tasks:

- Final Reimbursement Invoice** (Deadline: Jun 2 2025 05:00 PM (MDT)) - This task is highlighted with an orange box and an orange arrow pointing to it from the right.
- Project Expense Worksheet (Deadline: Jun 2 2025 05:00 PM (MDT))
- Back-up Documentation (Deadline: Jun 2 2025 05:00 PM (MDT))
- Youth Employment Verification Forms (optional) (Deadline: Jun 2 2025 05:00 PM (MDT))
- End-of-Year Narrative Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- Volunteer Sign-in Sheets (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

Below the tasks list is a "Previous tasks" section with one item:

- Applicant Contact Information (Last edited: Mar 5 2024 01:58 PM (MST))

The bottom of the page shows a URL: <https://nmtourism.smapply.io/tsk/30759500/fup/250872346/e/>

Submitting Financial Tasks in Survey Monkey Apply

Step 2:

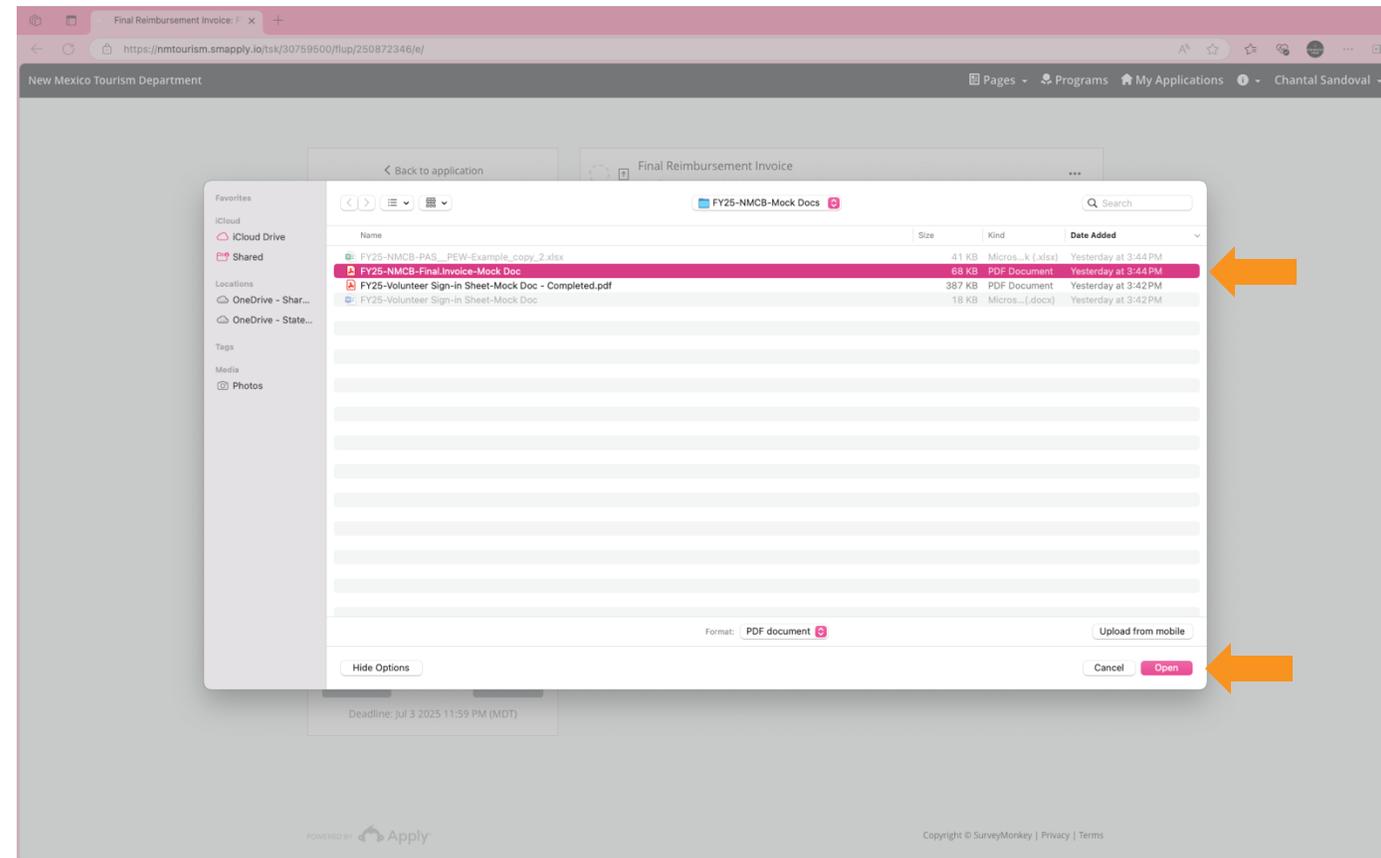
Select the blue 'Attach File' button to upload the document that corresponds to the task.

The screenshot displays the SurveyMonkey Apply interface for a task titled "Final Reimbursement Invoice". The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains a list of tasks, with "Final Reimbursement Invoice" selected and highlighted in blue. Below the task list, there is a progress bar indicating "0 of 5 required tasks complete" and a "REVIEW" button. The main content area shows the task details, including the deadline "Jun 2 2025 05:00 PM (MDT)" and the instruction "Upload the completed Final Reimbursement Invoice as a PDF." A large blue "ATTACH FILE" button is prominently displayed, with an orange arrow pointing to it from the right. Below the button is a link for "Show accepted formats" and a "MARK AS COMPLETE" button. The interface also includes a "Back to application" link at the top left of the sidebar and a "Task instructions Hide" link at the top right of the main content area. The footer of the page includes the text "POWERED BY Apply" and "Copyright © SurveyMonkey | Privacy | Terms".

Submitting Financial Tasks in Survey Monkey Apply

Step 3:

Select the correct file that corresponds to the selected task.



Submitting Financial Tasks in Survey Monkey Apply

Step 4:

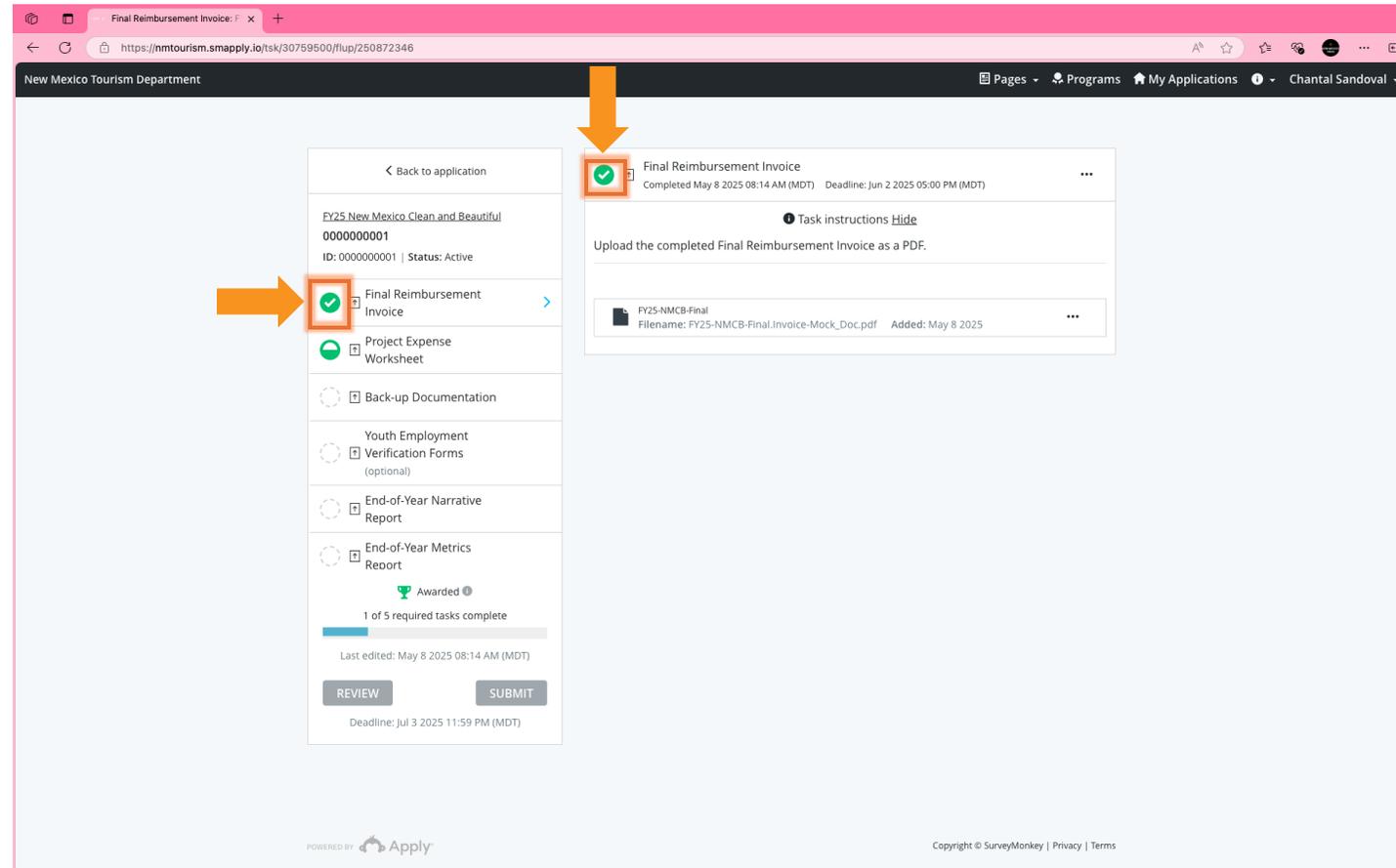
Once your file is uploaded successfully you will select the blue 'Mark As Complete' button.

The screenshot displays the SurveyMonkey Apply interface for the 'New Mexico Tourism Department'. The main content area is titled 'Final Reimbursement Invoice' with a deadline of 'Jun 2 2025 05:00 PM (MDT)'. Below the title, there is a 'Task instructions' section with a 'Hide' link. The instructions state: 'Upload the completed Final Reimbursement Invoice as a PDF.' A large upload icon is centered, with an 'ATTACH FILE' button and a link to 'Show accepted formats'. A file named 'FY25-NMCB-Final Invoice-Mock_Doc.pdf' is shown as uploaded, with the filename 'FY25-NMCB-Final Invoice-Mock_Doc.pdf' and the date 'Added: May 8 2025'. A blue 'MARK AS COMPLETE' button is located at the bottom right of the task area, highlighted by a yellow arrow. On the left side, a sidebar lists various tasks: 'Final Reimbursement Invoice' (highlighted), 'Project Expense Worksheet', 'Back-up Documentation', 'Youth Employment Verification Forms (optional)', 'End-of-Year Narrative Report', and 'End-of-Year Metrics Report'. A progress bar indicates '0 of 5 required tasks complete'. At the bottom of the sidebar, there are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Jul 3 2025 11:59 PM (MDT)'. The footer includes 'POWERED BY Apply' and 'Copyright © SurveyMonkey | Privacy | Terms'.

Submitting Financial Tasks in Survey Monkey Apply

Step 5:

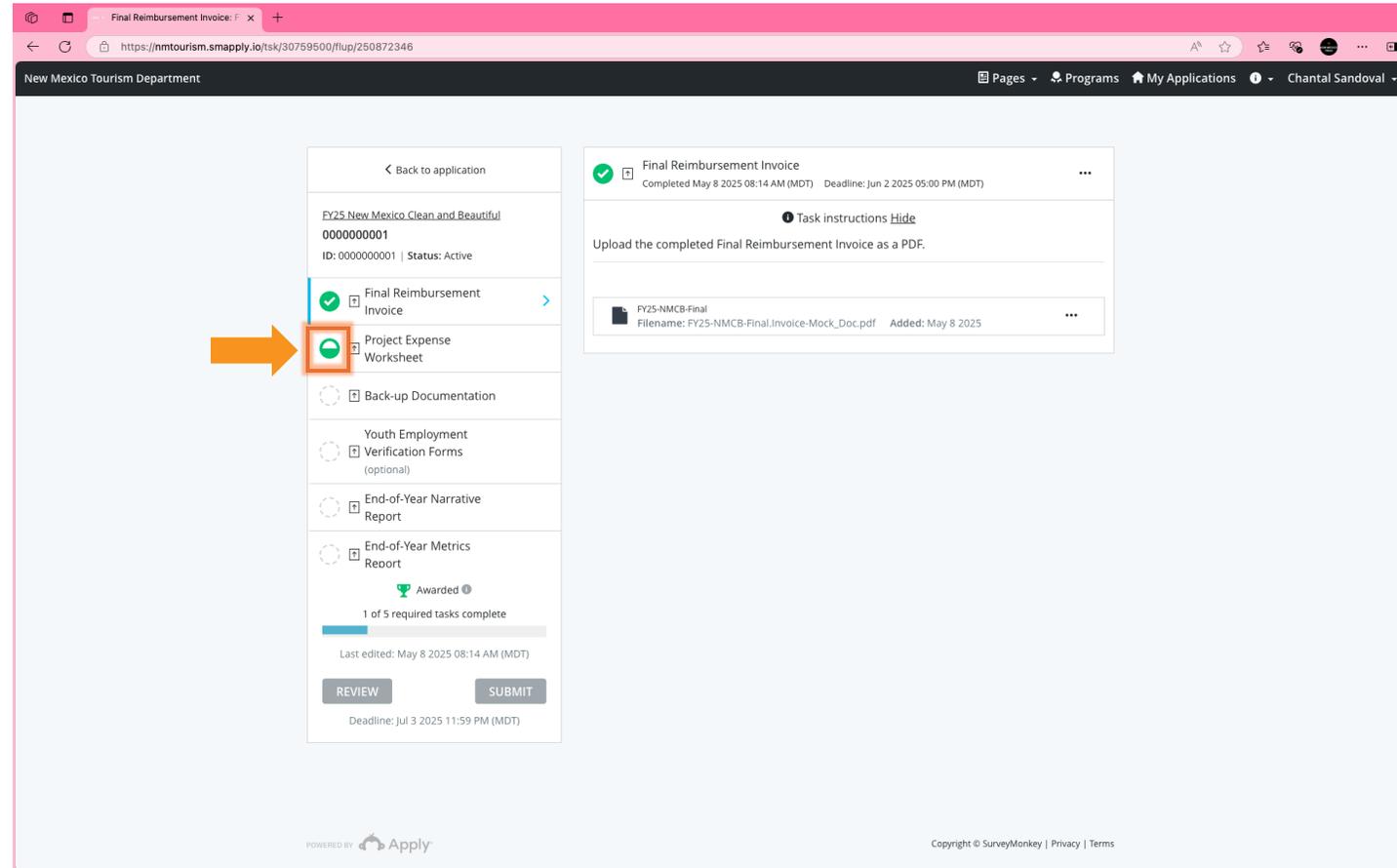
After you have marked the task as complete, you will notice a **green circle with a check mark**, next to the task indicating that the task is submitted and completed.



The screenshot displays the SurveyMonkey Apply interface for the New Mexico Tourism Department. The browser address bar shows the URL: <https://nmtourism.smapply.io/tsk/30759500/flup/250872346>. The user is logged in as Chantal Sandoval. The main content area shows a list of tasks on the left and a detailed view of the selected task on the right. The task 'Final Reimbursement Invoice' is marked as complete with a green checkmark in a circle. The task details include: 'Completed May 8 2025 08:14 AM (MDT)', 'Deadline: Jun 2 2025 05:00 PM (MDT)', and 'Task instructions Hide'. The instructions state: 'Upload the completed Final Reimbursement Invoice as a PDF.' A file named 'FY25-NMCB-Final Invoice-Mock_Doc.pdf' is shown as uploaded. The left sidebar shows a progress bar for '1 of 5 required tasks complete' and a 'SUBMIT' button. The footer includes 'POWERED BY Apply' and 'Copyright © SurveyMonkey | Privacy | Terms'.

Submitting Financial Tasks in Survey Monkey Apply

* Please note if a task has a half green circle this indicates that the task is not submitted and is not completed.



The screenshot displays the SurveyMonkey Apply interface for a 'Final Reimbursement Invoice' application. The application details include the title 'FY25 New Mexico Clean and Beautiful 000000001', ID '000000001', and status 'Active'. A list of tasks is shown, with the 'Project Expense Worksheet' task highlighted by a half-green circle and an orange arrow, indicating it is not submitted. The 'Final Reimbursement Invoice' task is marked as completed. The interface also shows a progress bar for 1 of 5 required tasks complete and a deadline of Jul 3 2025 11:59 PM (MDT). The 'REVIEW' and 'SUBMIT' buttons are visible at the bottom of the task list.

Submitting Financial Tasks in Survey Monkey Apply

Step 6:

Once you have submitted all Financial Final Packet Tasks, you should have **green circle with a checkmark** next to each task. The green circle with a checkmark indicates tasks have successfully been submitted and completed.

*** Please submit these tasks on or before Monday, June 2, 2025, 5 P.M.**

The screenshot displays the Survey Monkey Apply interface for a New Mexico Tourism Department application. The application is titled "FY25 New Mexico Clean and Be..." and has a status of "Active". The application ID is "0000000001". The interface shows a progress bar indicating "3 of 5 required tasks complete". The "Your tasks" list includes:

- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- Volunteer Sign-in Sheets (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

Previous tasks include "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)). The interface also shows a "REVIEW" button, a "SUBMIT" button, and a "Deadline: Jul 3 2025 11:59 PM (MDT)". The user is identified as "Chantal Sandoval (Owner)" with the email "chantal.sandoval@td.nm.gov".

End-of-Year Report

KEEP NEW MEXICO  TRUE



*End-of-Year Reports
are necessary for NMCB Partners
to communicate to NMTD their
individual successes, challenges,
and positive impact in their
community.*

KEEP NEW MEXICO  **TRUE**

What is an End-of-Year Report?

This report allows NMTD to understand each partners projects and to review:

- A summary of all completed projects
- Consider major challenges that were faced
- Visions for future projects
- Comprehend climate change adaptations

Conclude metrics for:

- Littering and Recycling
- Beautification
- Youth Employment
- Education and Outreach

* End-of-Year Reports are **required** from all NMCB grant partners at the end of each grant cycle **on or before Thursday, July 3, 2025, by 5 P.M.**

End-of-Year Report Documents

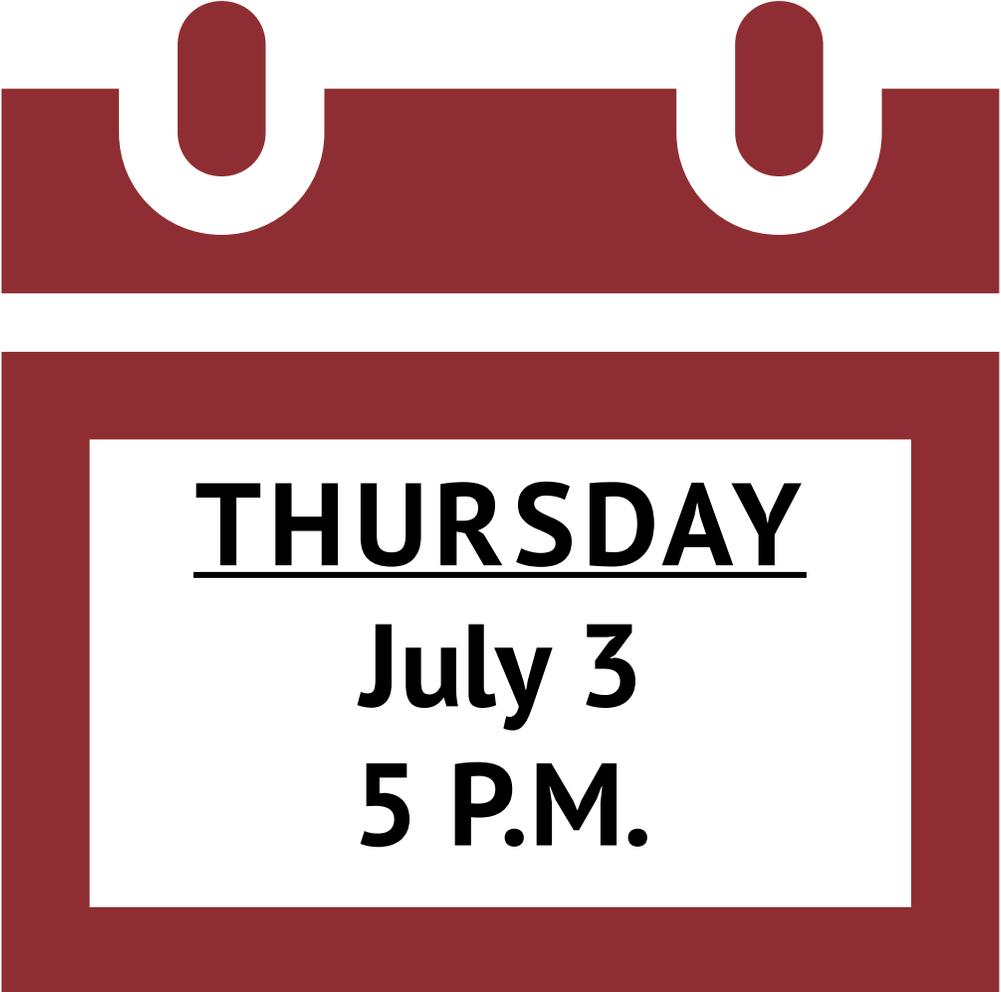
Narrative

- A summary of all completed projects
- Major challenges that were faced
- Future projects & plans to build on success
- Climate change adaptations & mitigation

Metrics

- Littering and Recycling
- Beautification
- Youth Employment
- Education and Outreach

*Volunteer Sign-In Sheets *(if applicable)*



THURSDAY

July 3

5 P.M.

Where to find the End-of-Year Narrative Report?

Survey Monkey Apply

Step 1

Open FY25 NMCB Grant in the Survey Monkey Apply portal. On the top-right hand corner, select pages and click on Clean and Beautiful Resources.

My Applications - New Mexico x +
https://nmtourism.smapply.io/prog/

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

Clean and Beautiful Resources
Cooperative Marketing Resources
Destination Forward Resources
Tourism Event Growth & Sustainability Program Resources

Applications available to you will be displayed here.

NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism organization). The entity's representative may then invite "Collaborators" to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner.

All Applications

Application ID	Deadline	Status	Amount	Tasks Complete
New Mexico Clean and Beautiful FY23 0000000061	Jun 15 2023 11:59 PM (MDT)	Active	AWARDED 0.00	0 of 4 required tasks complete
FY24 New Mexico Clean and Beautiful 0000000014	Jul 5 2024 11:59 PM (MDT)	Active	AWARDED \$0,000.00	0 of 4 required tasks complete
FY25 New Mexico Clean and Beautiful 0000000001	Jul 3 2025 11:59 PM (MDT)	Active	AWARDED \$0,000.00	0 of 5 required tasks complete
FY26 New Mexico Clean and Beautiful 0000000001	Apr 4 2025 05:00 PM (MDT)			6 of 8 tasks complete

Clean & Beautiful Resources Page

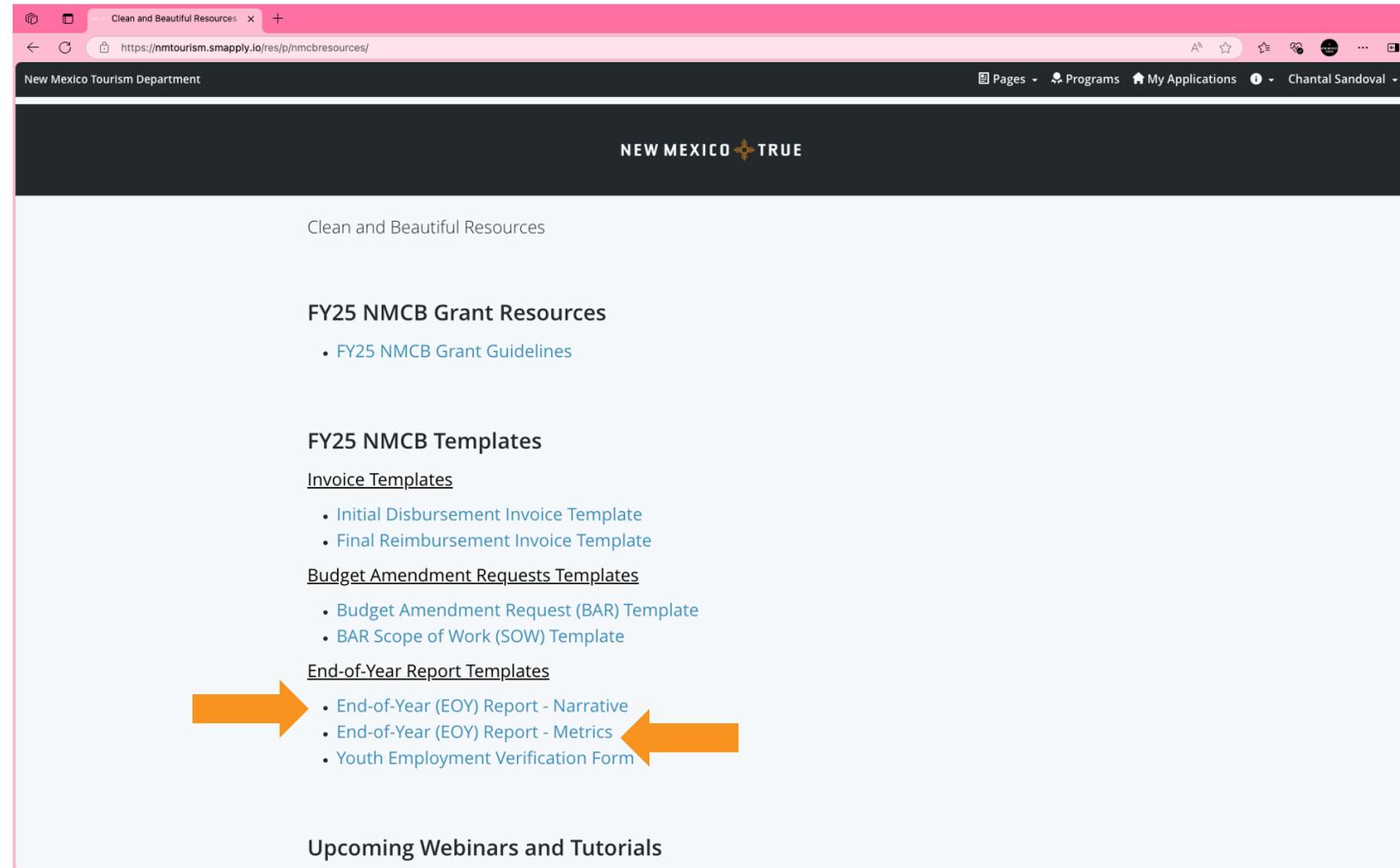
Where to find the End-of-Year Report Templates?

Survey Monkey Apply

Step 2

Under the Clean and Beautiful Resources Page, download the ***End-of-Year Report***

- ***Narrative***
- ***Metrics***



The screenshot shows a web browser window with the URL <https://nmtourism.smapply.io/res/p/nmcbresources/>. The page is titled "New Mexico Tourism Department" and features the "NEW MEXICO TRUE" logo. The main content area is titled "Clean and Beautiful Resources" and lists several categories of resources:

- FY25 NMCB Grant Resources**
 - [FY25 NMCB Grant Guidelines](#)
- FY25 NMCB Templates**
 - Invoice Templates
 - [Initial Disbursement Invoice Template](#)
 - [Final Reimbursement Invoice Template](#)
 - Budget Amendment Requests Templates
 - [Budget Amendment Request \(BAR\) Template](#)
 - [BAR Scope of Work \(SOW\) Template](#)
 - End-of-Year Report Templates
 - [End-of-Year \(EOY\) Report - Narrative](#)
 - [End-of-Year \(EOY\) Report - Metrics](#)
 - [Youth Employment Verification Form](#)
- Upcoming Webinars and Tutorials**

Two orange arrows point to the "End-of-Year (EOY) Report - Narrative" and "End-of-Year (EOY) Report - Metrics" links in the "End-of-Year Report Templates" section.

Narrative Report



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End-of-Year Report – Narrative

Narrative Report

- Summarize all completed projects
- Identify major challenges faced
- Discuss future projects
- Climate change adaptations

New Mexico Clean and Beautiful - FY25 End-Of-Year Narrative Report	
Name of Entity	CITY/COUNTY/TOWN/VILLAGE OF XXX
Local Program Coordinator	Your Name Here
Summary of completed project(s) <small>* This field is required.</small>	
We purchased and installed anti-litter signage with the message: "Do Not Litter. Keep Our Community Beautiful". We also held several free dumpster days where residents could dump bulky items free of charge. During our dumpster days we also had a recycling container so residents could recycle paper and plastic items. We had several youth interns to help organize these clean-up events. They also helped with various beautification projects around our community, such as planting in our community garden, painting murals on blighted buildings, and help eradicate graffiti. In addition to all our projects, we also paid our Keep America Beautiful Annual Affiliate Dues and attended the National Conference in Washington, D.C. in February where we exchanged ideas and learned of projects other communities in the country were doing.	
Major Challenges Faced <small>* This field is required.</small>	
A major challenge most New Mexico communities face is the varied weather. Our community garden had a delayed start due to winter conditions, but we were able to get it up and going in no time with the help of our interns. As well, the weather delayed some of our Fall clean-up events, but we were able to hold them when the weather started getting warmer.	

NMCB - FY25 - EOY Narrative Report 1

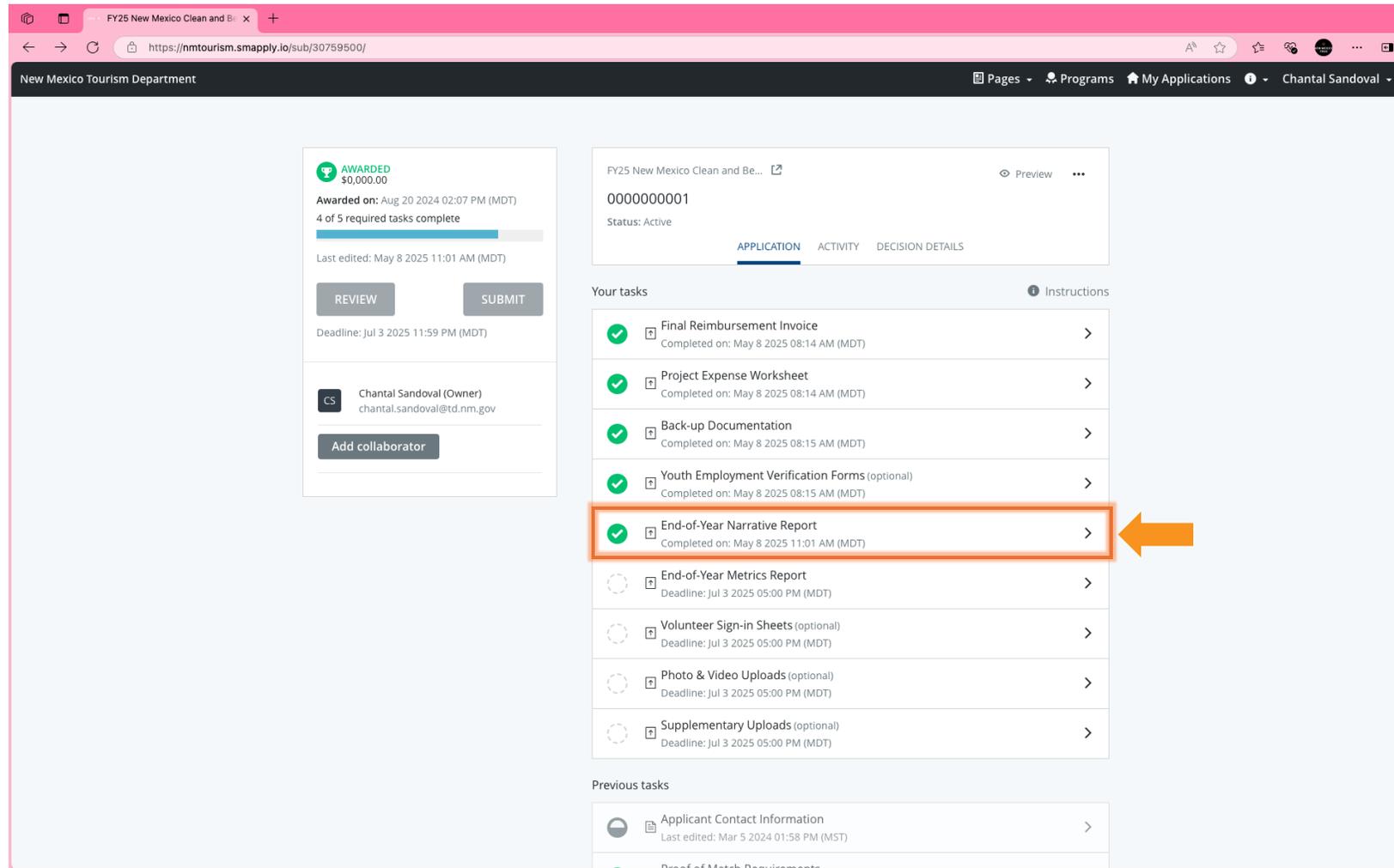
Future project(s) and plans to build on success. <small>* This field is required.</small>
We plan on holding more clean-up events to ensure our community is not littered. We also found great success with our interns and plan on continuing our internship program. They had a sense of pride in their community, especially when painting the murals and getting rid of the graffiti on our buildings. Our community garden has been well-liked by those in our community, and we have garnered interest for volunteers to help maintain the garden so that it can thrive and be enjoyed long term.
Climate Change Adaptation/Mitigation <small>* This field is optional.</small>
N/A Not Applicable

* **End-of-Year – Narrative Reports** are **required** from all NMCB grant partners at the end of each grant cycle **on or before Thursday, July 3, 2025, by 5 P.M.**

End-of-Year Report – Narrative

Select the End-of-Year Narrative Report Task in 'Your Tasks' in your Survey Monkey Apply Account and upload your completed End-of-Year Narrative Report.

* Please note you should have a **green circle with a checkmark** indicating that the task is complete.



The screenshot displays the New Mexico Tourism Department application portal. The main content area shows a list of tasks under the heading 'Your tasks'. The tasks are as follows:

- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))** - This task is highlighted with a red box and a red arrow.
- End-of-Year Metrics Report (Deadline: Jul 3 2025 05:00 PM (MDT))
- Volunteer Sign-in Sheets (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

The 'End-of-Year Narrative Report' task is marked as complete with a green checkmark in a circle. The other tasks are marked as incomplete with a grey circle containing a checkmark.

Metrics Report

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End-of-Year Report – Metrics

Litter & Recycling Tab

- Litter Control & Recycling Activities
- Litter Control & Infrastructure
- Illegal Dumping

Litter Control and Recycling Activities												
Date	Activity Name	Location of Area Cleaned: Roadside, Waterway, Green Space, Mainstreet, Community-wide (Green Space = parks, natural areas, hiking areas, etc)	# of Miles Cleaned	Lbs of Trash Collected (to Landfill)	Lbs of Recycling Diverted	Lbs of Glass Diverted	Lbs of Electronics Diverted	Lbs of Compost Diverted	Lbs of Cigarette Butts Diverted	Lbs of Additional Waste Diverted	Detail Additional Waste Diverted	Entity which Diverted Waste
11/8/24	Fall Clean-up Event	Community-wide	5	500	75				5			CITY/COUNTY/TOWN/VILLAGE OF XXX
4/27/25	Spring Clean-up Event	Community-wide	8	1200	225				12			CITY/COUNTY/TOWN/VILLAGE OF XXX

Overall Totals

Total Waste Collected (lbs)	0
Total Waste to Landfill (lbs)	1700
Total Waste Diverted from the Landfill (lbs)	0
Total Number of Miles Cleaned	13
Total Single Stream Diverted	300
Total Glass Diverted	0
Total Electronics Diverted	0
Total Compost Diverted	0
Total Cigarettes Diverted	17
Total Additional Waste Diverted	0

Litter Control and Recycling Infrastructure	
Number of Trash Receptacles	
Number of Recycling Receptacles	2
Number of Cigarette Ash Receptacles	
Number of Pet Waste Receptacles	
Number of Sharps Disposal Receptacles	
Number of Additional Receptacles	
Detail Additional Receptacles	
Total Number of Receptacles	2

Illegal Dumping	
Total Number of Illegal Dumping Sites Reported	3
Total Number of Illegal Dumping Sites Cleared	3
Total Number of Tires Collected	348

End-of-Year Report – Metrics

Youth Employment Tab

- Youth Subcontractors
- Youth Internships

Youth Group Subcontracts					
Date	Youth Group Name	Focus of Youth Group (Litter, Recycling, Beautification)	Total Number of Youth in Group	Total Number of Hours Worked	Youth Group Stipend
Total				0	0

Youth Internships					
Dates Employed	Intern Name	Focus of Internship (Litter, Recycling, Beautification)	Primary Activities of Intern	Total Number of Hours Worked	Hourly Rate
11/03/2024 - 12/05/2024	Jane Doe	Litter and Recycling	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
11/03/2024 - 12/05/2024	John Doe	Litter and Recycling	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
11/03/2024 - 12/05/2024	Janice Doe	Litter and Recycling	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
11/03/2024 - 12/05/2024	James Doe	Beautification	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
11/03/2024 - 12/05/2024	Janine Doe	Beautification	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
11/03/2024 - 12/05/2024	Josh Doe	Beautification	Helped at clean-up events in Fall. Worked on murals and graffiti eradication.	68	\$15
03/24/2025 - 05/02/2025	Jamie Doe	Litter and Recycling	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
03/24/2025 - 05/02/2025	Jason Doe	Litter and Recycling	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
03/24/2025 - 05/02/2025	Jacob Doe	Beautification	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
03/24/2025 - 05/02/2025	Jill Doe	Litter and Recycling	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
03/24/2025 - 05/02/2025	Jack Doe	Beautification	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
03/24/2025 - 05/02/2025	Joseph Doe	Beautification	Helped at Dumpster days and spring clean-up event. Worked on murals and community garden.	68	\$15
Total				816	\$180

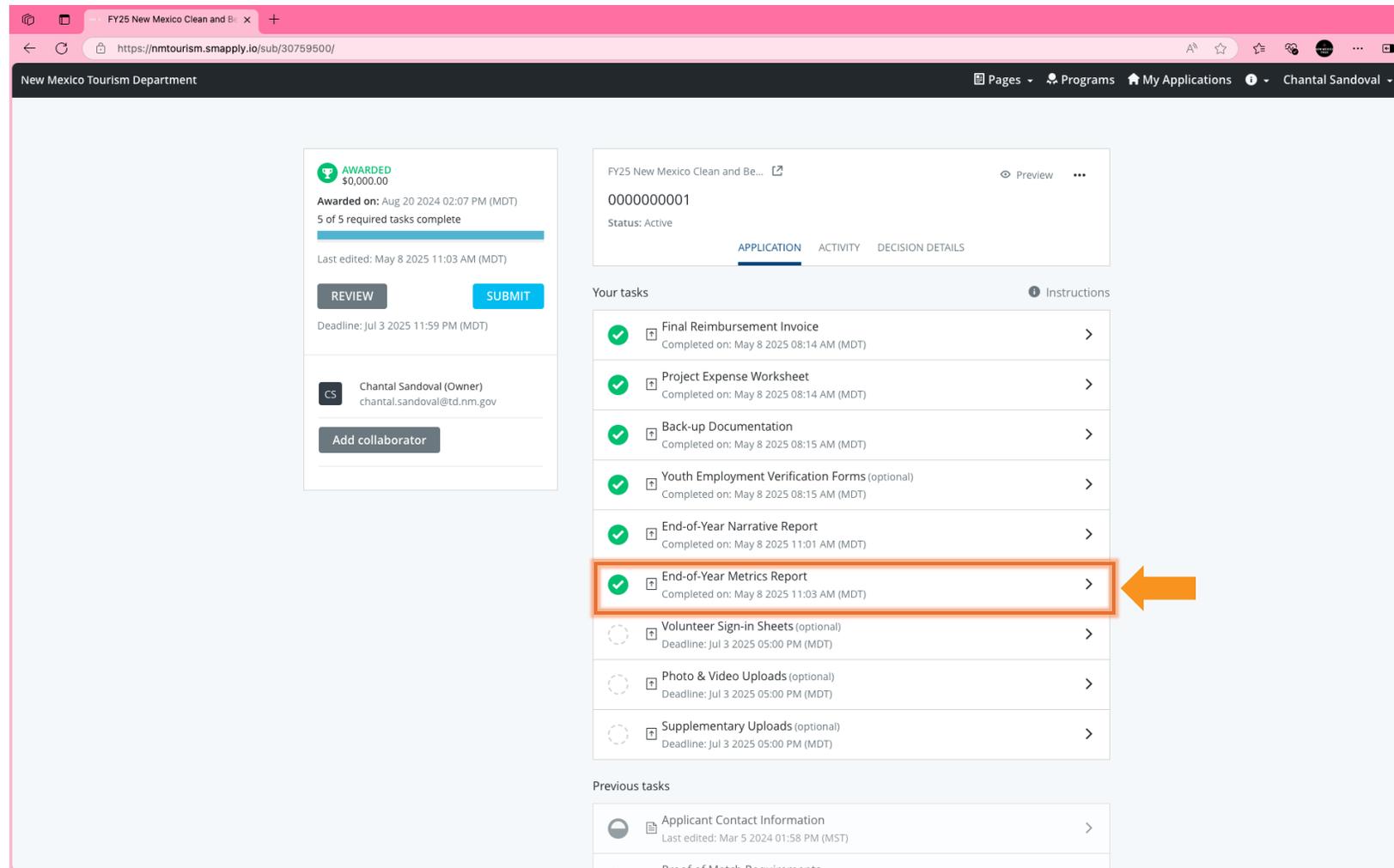


Proof of Match	Litter and Recycling	Beautification	Youth Employment	Education and Outreach	+
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End-of-Year Report – Metrics

Select the End-of-Year Metrics Report Task in 'Your Tasks' in your Survey Monkey Apply Account and upload your completed End-of-Year Metrics Report.

* Please note you should have a **green circle with a checkmark** indicating that the task is complete.



The screenshot displays the 'New Mexico Tourism Department' portal on smapply.io. The main content area is divided into two columns. The left column shows application details for 'FY25 New Mexico Clean and Beautiful' (ID: 000000001), including an 'AWARDED \$0,000.00' status, completion progress (5 of 5 tasks), and a 'SUBMIT' button. The right column, titled 'Your tasks', lists several tasks with their completion status and dates. The 'End-of-Year Metrics Report' task is highlighted with an orange border and a yellow arrow pointing to it, indicating it is complete. Other tasks include 'Final Reimbursement Invoice', 'Project Expense Worksheet', 'Back-up Documentation', 'Youth Employment Verification Forms (optional)', 'End-of-Year Narrative Report', 'Volunteer Sign-in Sheets (optional)', 'Photo & Video Uploads (optional)', and 'Supplementary Uploads (optional)'. Below the 'Your tasks' section, 'Previous tasks' are listed, including 'Applicant Contact Information'.

Task Name	Status	Completed On
Final Reimbursement Invoice	Completed	May 8 2025 08:14 AM (MDT)
Project Expense Worksheet	Completed	May 8 2025 08:14 AM (MDT)
Back-up Documentation	Completed	May 8 2025 08:15 AM (MDT)
Youth Employment Verification Forms (optional)	Completed	May 8 2025 08:15 AM (MDT)
End-of-Year Narrative Report	Completed	May 8 2025 11:01 AM (MDT)
End-of-Year Metrics Report	Completed	May 8 2025 11:03 AM (MDT)
Volunteer Sign-in Sheets (optional)	Pending	Deadline: Jul 3 2025 05:00 PM (MDT)
Photo & Video Uploads (optional)	Pending	Deadline: Jul 3 2025 05:00 PM (MDT)
Supplementary Uploads (optional)	Pending	Deadline: Jul 3 2025 05:00 PM (MDT)

End-of-Year Report - Frequently Asked Questions

Q: When are End-of-Year Reports Due?

A: Completed Project Expense Worksheets on Thursday, July 3, 2025, 5 P.M. via the Survey Monkey Apply Portal <https://nmtourism.smapply.io/>

Q: What if I have more information than the Narrative Report allows for?

A: Partners are able to submit supplementary documentation to complete this section.

Q: Can I turn in the End-of-Year Report early?

A: Yes! You can upload your completed End-of-Year Report once you have completed the documents at <https://nmtourism.smapply.io/>



Volunteer Sign-In Sheets

**Optional*



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Volunteer Sign-in Sheets

- Please provide volunteer sign-in sheets for all events that volunteers were utilized.
- Volunteer sign-in sheets must be uploaded in the supplementary task

GREAT AMERICAN CLEAN-UP EVENT

Volunteer Sign-In Sheet
 April 5, 2025
 10 am - 4pm

Name	Organization	Phone	Email
John Smith	NM Youth Sports	(505) 555-5555	j.smith@nmys.org
Aaron Chavez	NM Youth Sports	(505) 555-5555	a.chavez@nmys.org
Damien Chacon	NM Youth Sports	(505) 555-5555	d.chacon@nmys.org
Samantha Saiz	NM Youth Sports	(505) 555-5555	s.saiz2@nmys.org
Angela Baca	NM Youth Sports	(505) 555-5555	a.baca4@nmys.org
Sydney Jragon	NM Youth Sports	(505) 555-5555	s.jragon@nmys.org
Sage Garcia	NM Youth Sports	(505) 555-5555	s.garcia@nmys.org
Jaiden Hernandez	NM Youth Sports	(505) 555-5555	j.hernandez22@nmys.org
Daryl Morris	NM Youth Sports	(505) 555-5555	d.morris@nmys.org
Lynette Walden	NM Youth Sports	(505) 555-5555	L.Walden@nmys.org
Alexis Harrison	NM Youth Sports	(505) 555-5555	a.harrison44@nmys.org
Julia Martinez	NM Youth Sports	(505) 555-5555	jmart91@nmys.org
Ellen Gonzales	NM Youth Sports	(505) 555-5555	emgongalez@nmys.org
Johnny Marez	NM Youth Sports	(505) 555-5555	j.marez11@nmys.org
Heidi Johnson	NM Youth Sports	(505) 555-5555	h.johnson81@nmys.org
Jeth Housseur	NM Youth Sports	(505) 555-5555	j.house@nmys.org
Judy Garcia	NM Youth Sports	(505) 555-5555	j.garcia42@nmys.org

Volunteer Sign-in Sheets

THURSDAY

**July 3
5 P.M.**

The screenshot shows a web application interface for a grant application. The browser address bar displays the URL: <https://nmtourism.smapply.io/sub/30759500/>. The page title is "New Mexico Tourism Department".

On the left, a summary box indicates the grant is "AWARDED" for \$0,000.00, awarded on August 20, 2024. It shows that 5 of 5 required tasks are complete. The last edited date is May 8, 2025, 11:04 AM (MDT). The deadline is July 3, 2025, 11:59 PM (MDT). The owner is Chantal Sandoval (Owner), with the email chantal.sandoval@td.nm.gov. There are "REVIEW" and "SUBMIT" buttons, and an "Add collaborator" button.

The main content area shows the application details for "FY25 New Mexico Clean and Be...". The application ID is 0000000001 and the status is Active. Below this is a list of tasks under the heading "Your tasks".

- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))
- End-of-Year Metrics Report (Completed on: May 8 2025 11:03 AM (MDT))
- Volunteer Sign-in Sheets (optional) (Completed on: May 8 2025 11:04 AM (MDT))** (This task is highlighted with an orange box and an arrow)
- Photo & Video Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

Below the "Your tasks" list is a section for "Previous tasks", which includes "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

Photos & Videos

* *Optional*



KEEP NEW MEXICO  TRUE

Photos & Videos Upload

Please provide photos of your completed projects.

** Photos are used by NMTD to showcase NMCB projects in your community.*



Photos & Video Uploads

THURSDAY

**July 3
5 P.M.**

The screenshot displays a web application interface for the New Mexico Tourism Department. The browser address bar shows the URL <https://nmtourism.smapply.io/sub/30759500/>. The page title is "New Mexico Tourism Department".

The main content area shows a task card for "FY25 New Mexico Clean and Be..." with the ID "000000001". The status is "Active". The card includes a "REVIEW" button and a "SUBMIT" button. The deadline is "Jul 3 2025 11:59 PM (MDT)". The owner is "Chantal Sandoval (Owner)" with the email "chantal.sandoval@td.nm.gov". There is an "Add collaborator" button.

Below the task card is a list of tasks under the heading "Your tasks". The tasks are:

- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))
- End-of-Year Metrics Report (Completed on: May 8 2025 11:03 AM (MDT))
- Volunteer Sign-in Sheets (optional) (Completed on: May 8 2025 11:04 AM (MDT))
- Photo & Video Uploads (optional) (Completed on: May 8 2025 11:04 AM (MDT))**
- Supplementary Uploads (optional) (Deadline: Jul 3 2025 05:00 PM (MDT))

The "Photo & Video Uploads" task is highlighted with an orange box, and an orange arrow points to it from the right. Below the "Your tasks" list is a section for "Previous tasks" which includes "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

Supplementary Uploads

**Optional*

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Supplementary Uploads

Please provide any other supplementary documents or files that are related to your FY25 NMCB Grant.

The screenshot displays a web application interface for the New Mexico Tourism Department. The browser address bar shows the URL <https://nmtourism.smapply.io/sub/30759500/>. The page header includes the department name and user navigation options like 'Pages', 'Programs', 'My Applications', and the user name 'Chantal Sandoval'.

The main content area is divided into several sections:

- Grant Summary:** Shows the grant is 'AWARDED' for \$0,000.00, awarded on August 20, 2024. It indicates that 5 of 5 required tasks are complete. The last edited date is May 8, 2025, and the deadline is July 3, 2025. Buttons for 'REVIEW' and 'SUBMIT' are visible.
- Owner Information:** Lists Chantal Sandoval as the owner with the email chantal.sandoval@td.nm.gov and an 'Add collaborator' button.
- Application Details:** Shows the application ID '000000001' and its status as 'Active'. Tabs for 'APPLICATION', 'ACTIVITY', and 'DECISION DETAILS' are present.
- Your tasks:** A list of tasks, all marked as completed with green checkmarks. An orange arrow points to the 'Supplementary Uploads (optional)' task, which was completed on May 8, 2025, at 11:05 AM (MDT). Other tasks include 'Final Reimbursement Invoice', 'Project Expense Worksheet', 'Back-up Documentation', 'Youth Employment Verification Forms (optional)', 'End-of-Year Narrative Report', 'End-of-Year Metrics Report', and 'Volunteer Sign-in Sheets (optional)'. Each task has a right-pointing arrow for more details.
- Previous tasks:** Shows 'Applicant Contact Information' as the most recent previous task, last edited on March 5, 2024, at 01:58 PM (MST).

Supplementary Uploads

THURSDAY

**July 3
5 P.M.**

The screenshot shows a web browser window displaying the New Mexico Tourism Department's smapply.io portal. The page title is "New Mexico Tourism Department" and the user is logged in as "Chantal Sandoval". The main content area shows an application for "FY25 New Mexico Clean and Be..." with a status of "AWARDED \$0,000.00". The application was awarded on August 20, 2024, and 5 of 5 required tasks are complete. The user's name and email are listed as "Chantal Sandoval (Owner)" with the email "chantal.sandoval@td.nm.gov".

Under the "Your tasks" section, a list of completed tasks is shown, each with a green checkmark and a right-pointing arrow. The tasks include:

- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))
- End-of-Year Metrics Report (Completed on: May 8 2025 11:03 AM (MDT))
- Volunteer Sign-in Sheets (optional) (Completed on: May 8 2025 11:04 AM (MDT))
- Photo & Video Uploads (optional) (Completed on: May 8 2025 11:04 AM (MDT))
- Supplementary Uploads (optional) (Completed on: May 8 2025 11:05 AM (MDT))**

The "Supplementary Uploads" task is highlighted with an orange rectangular box, and a yellow arrow points to it from the right. Below this list, the "Previous tasks" section shows "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

Final Submission in Survey Monkey Apply



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FY25 NMCB Final Submission

Please note the half green circle with a checkmark indicates that the task is *incomplete*.

*** All tasks must be complete to successfully submit.**

The screenshot displays the application portal for the New Mexico Tourism Department. The main header shows the application title 'FY25 New Mexico Clean and Beautiful' and the amount '\$0,000.00'. The status is 'Active' and the application ID is '0000000001'. The 'Your tasks' section lists several completed tasks, each with a green checkmark in a circle. The 'Supplementary Uploads' task is highlighted with a red box and an orange arrow, indicating it is incomplete. The 'Previous tasks' section shows 'Applicant Contact Information' and 'Proof of Match Requirements'.

Task Name	Status	Completed On
Final Reimbursement Invoice	Completed	May 8 2025 08:14 AM (MDT)
Project Expense Worksheet	Completed	May 8 2025 08:14 AM (MDT)
Back-up Documentation	Completed	May 8 2025 08:15 AM (MDT)
Youth Employment Verification Forms (optional)	Completed	May 8 2025 08:15 AM (MDT)
End-of-Year Narrative Report	Completed	May 8 2025 11:01 AM (MDT)
End-of-Year Metrics Report	Completed	May 8 2025 11:03 AM (MDT)
Volunteer Sign-in Sheets (optional)	Completed	May 8 2025 11:04 AM (MDT)
Photo & Video Uploads (optional)	Completed	May 8 2025 11:04 AM (MDT)
Supplementary Uploads (optional)	Incomplete	Last edited: May 8 2025 03:52 PM (MDT)

FY25 NMCB Final Submission

Please note the green circle with a checkmark indicates that your task is complete.

The screenshot displays a web application interface for the New Mexico Tourism Department. The browser address bar shows the URL <https://nmtourism.smapply.io/sub/30759500/>. The page header includes "New Mexico Tourism Department" and navigation links for "Pages", "Programs", "My Applications", and the user "Chantal Sandoval".

The main content area is divided into several sections:

- Awarded Status:** A green circle with a checkmark and the word "AWARDED" in green. Below it, the amount "\$0,000.00" is shown. The text "Awarded on: Aug 20 2024 02:07 PM (MDT)" and "5 of 5 required tasks complete" is displayed, along with a progress bar. A "REVIEW" button and a blue "SUBMIT" button are visible. The "Last edited" time is "May 8 2025 11:05 AM (MDT)" and the "Deadline" is "Jul 3 2025 11:59 PM (MDT)".
- Owner Information:** A box containing the name "Chantal Sandoval (Owner)" and email "chantal.sandoval@td.nm.gov", with an "Add collaborator" button.
- Application Details:** A box showing the application title "FY25 New Mexico Clean and Be...", ID "000000001", and "Status: Active". Tabs for "APPLICATION", "ACTIVITY", and "DECISION DETAILS" are present.
- Your tasks:** A list of tasks, each with a green checkmark in a circle, indicating completion. The tasks are:
 - Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
 - Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
 - Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
 - Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
 - End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))
 - End-of-Year Metrics Report (Completed on: May 8 2025 11:03 AM (MDT))
 - Volunteer Sign-in Sheets (optional) (Completed on: May 8 2025 11:04 AM (MDT))
 - Photo & Video Uploads (optional) (Completed on: May 8 2025 11:04 AM (MDT))
 - Supplementary Uploads (optional) (Completed on: May 8 2025 11:05 AM (MDT))
- Previous tasks:** A list of tasks that are not complete, including "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)) and "Proof of Match Requirements".

An orange arrow points from the explanatory text on the left to the "Your tasks" list, highlighting the green checkmarks.

FY25 NMCB Final Submission

Please click the blue submit button to submit all final packet documentation.

* Please only submit when ALL documents have been uploaded.

The screenshot displays the New Mexico Tourism Department's online submission portal. The page title is "FY25 New Mexico Clean and Beautiful" and the URL is "https://nmtourism.smapply.io/sub/30759500/". The user is logged in as "Chantal Sandoval".

The submission status is "AWARDED \$0,000.00" with "5 of 5 required tasks complete". The "SUBMIT" button is highlighted with an orange arrow. The tasks list includes:

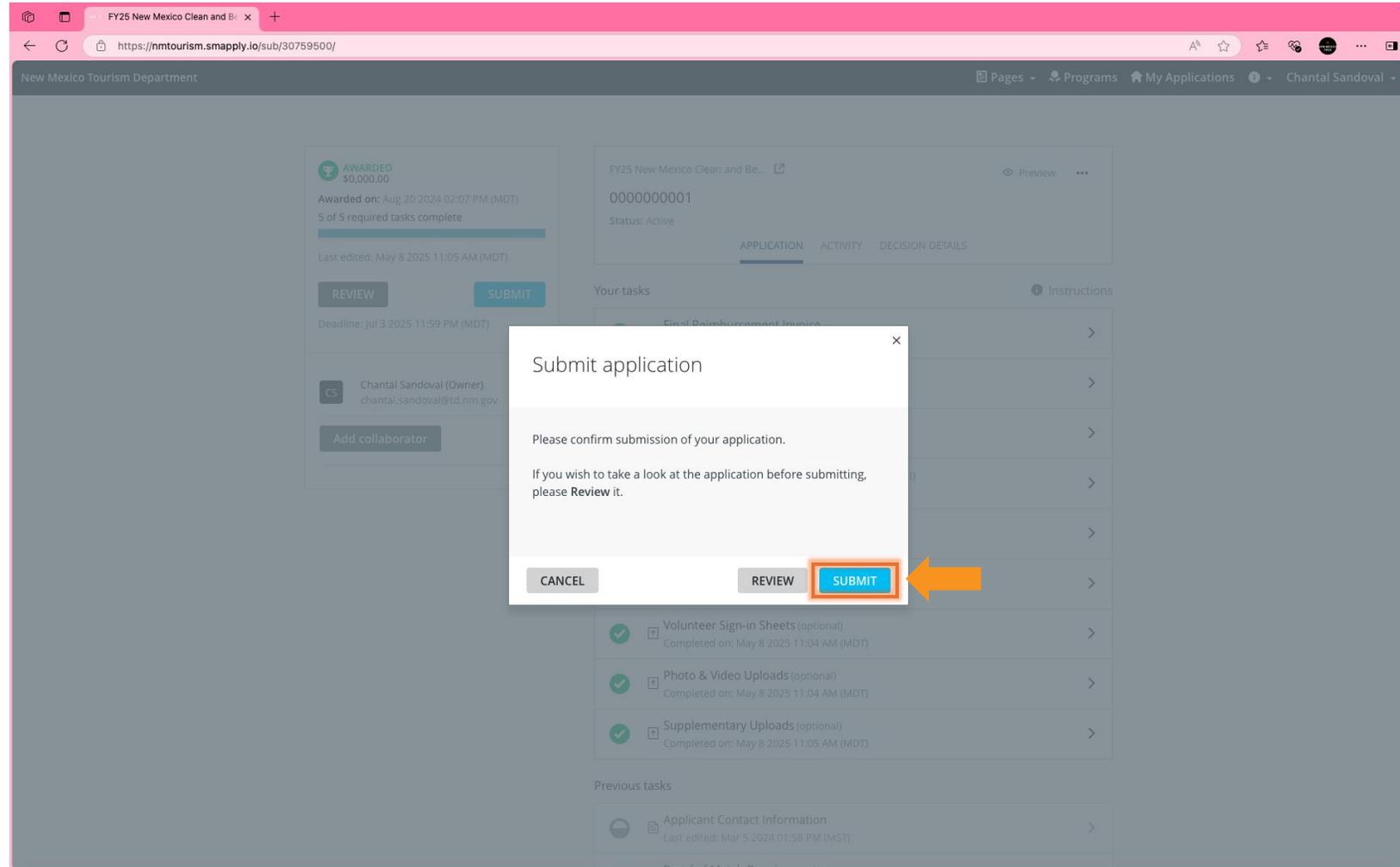
- Final Reimbursement Invoice (Completed on: May 8 2025 08:14 AM (MDT))
- Project Expense Worksheet (Completed on: May 8 2025 08:14 AM (MDT))
- Back-up Documentation (Completed on: May 8 2025 08:15 AM (MDT))
- Youth Employment Verification Forms (optional) (Completed on: May 8 2025 08:15 AM (MDT))
- End-of-Year Narrative Report (Completed on: May 8 2025 11:01 AM (MDT))
- End-of-Year Metrics Report (Completed on: May 8 2025 11:03 AM (MDT))
- Volunteer Sign-in Sheets (optional) (Completed on: May 8 2025 11:04 AM (MDT))
- Photo & Video Uploads (optional) (Completed on: May 8 2025 11:04 AM (MDT))
- Supplementary Uploads (optional) (Completed on: May 8 2025 11:05 AM (MDT))

Previous tasks include "Applicant Contact Information" (Last edited: Mar 5 2024 01:58 PM (MST)).

FY25 NMCB Final Submission

Please click the blue submit button to confirm that you wish to submit all Final Packet Documentation.

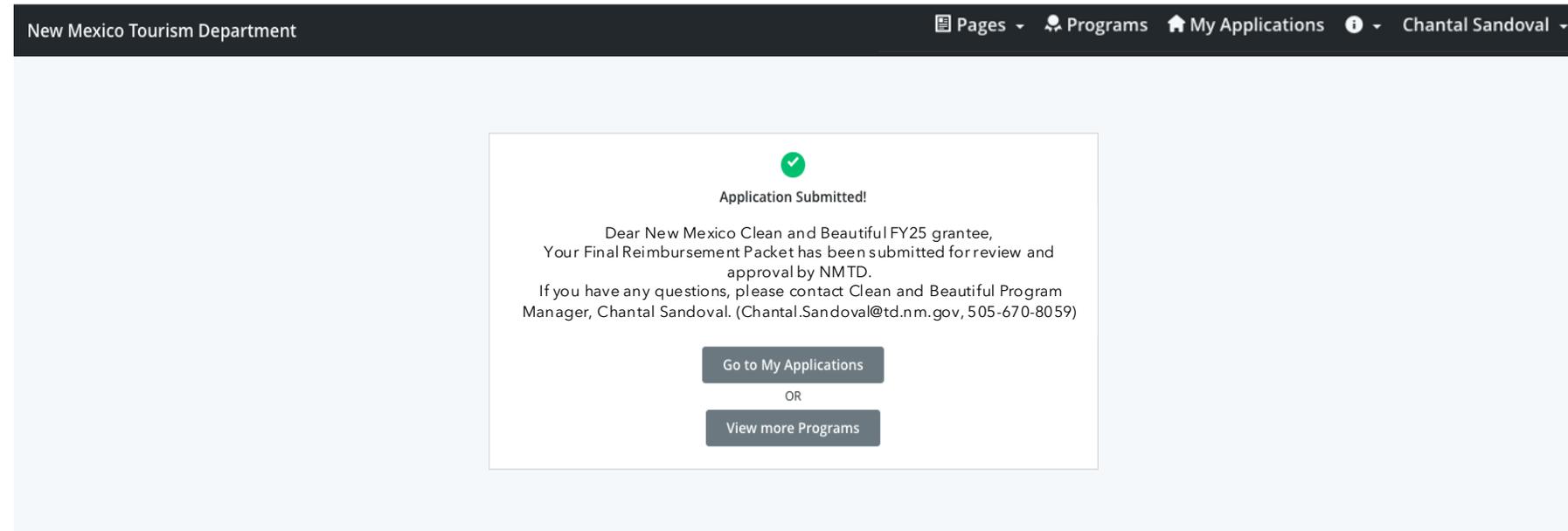
*** Please only submit when ALL documents have been uploaded.**



The screenshot displays the New Mexico Tourism Department's application portal. The main interface shows an application for 'FY25 New Mexico Clean and Be...' with a status of 'Active' and a value of '\$0,000.00'. The application is 5 of 5 required tasks complete. A 'SUBMIT' button is visible in the main interface. A modal dialog box titled 'Submit application' is open, containing the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' The dialog box has three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'SUBMIT' button is highlighted with an orange border and an orange arrow points to it from the right.

FY25 NMCB Final Submission

After you have successfully submitted all required documents to Survey Monkey Apply, you will see this screen confirming your submission.



The screenshot shows a web interface for the New Mexico Tourism Department. At the top, there is a dark navigation bar with the text "New Mexico Tourism Department" on the left and "Pages", "Programs", "My Applications", and "Chantal Sandoval" on the right. The main content area is light blue and features a central white box with a green checkmark icon and the text "Application Submitted!". Below this, a message reads: "Dear New Mexico Clean and Beautiful FY25 grantee, Your Final Reimbursement Packet has been submitted for review and approval by NMTD. If you have any questions, please contact Clean and Beautiful Program Manager, Chantal Sandoval. (Chantal.Sandoval@td.nm.gov, 505-670-8059)". At the bottom of the white box are two buttons: "Go to My Applications" and "View more Programs", separated by the word "OR".

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

 Application Submitted!

Dear New Mexico Clean and Beautiful FY25 grantee,
Your Final Reimbursement Packet has been submitted for review and approval by NMTD.
If you have any questions, please contact Clean and Beautiful Program Manager, Chantal Sandoval. (Chantal.Sandoval@td.nm.gov, 505-670-8059)

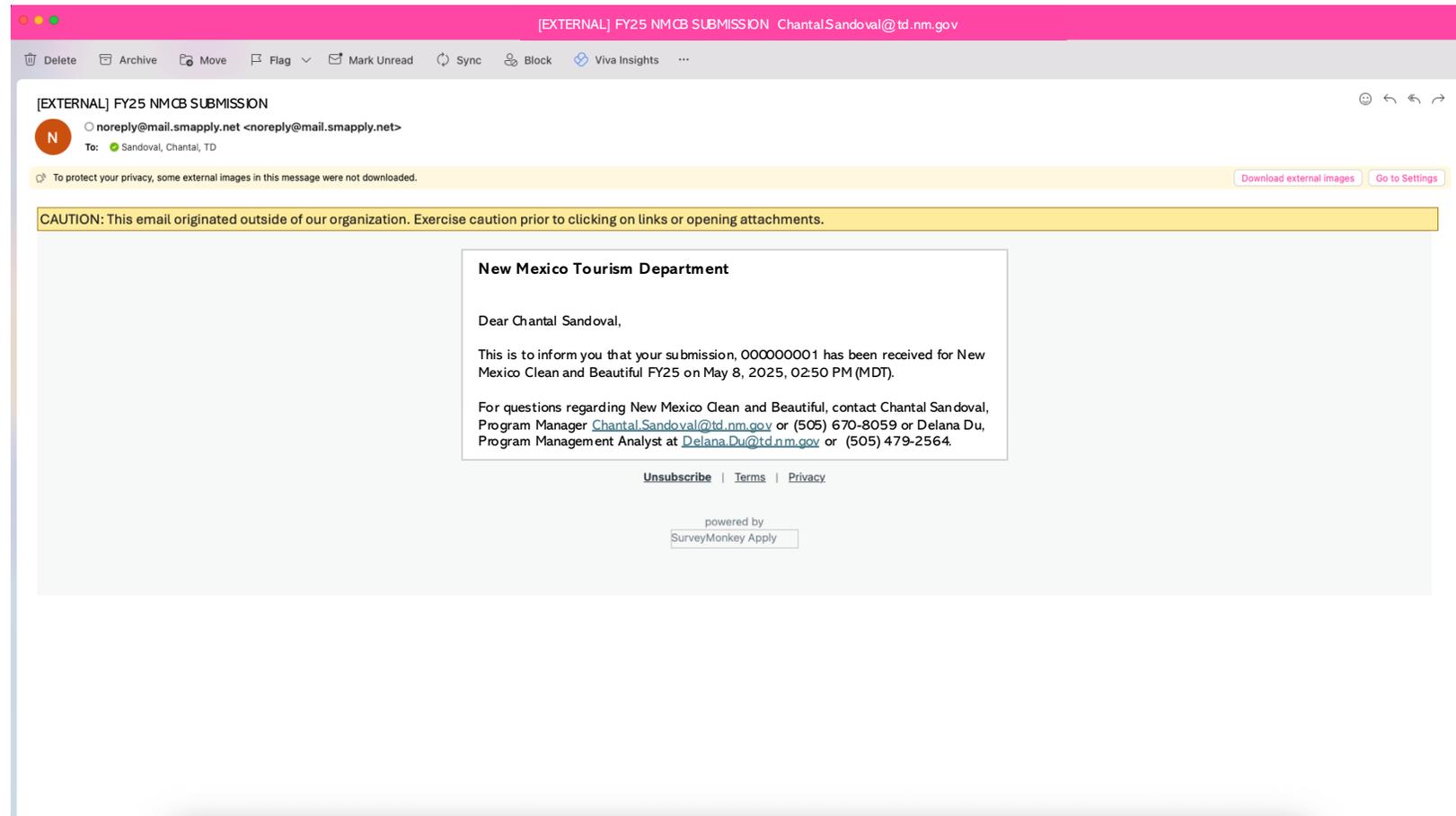
Go to My Applications

OR

View more Programs

FY25 NMCB Final Submission

After you have successfully submitted all required documents to Survey Monkey Apply, you will receive an email from noreply@mail.smapply.net confirming your submission.



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Chantal S. Sandoval

Clean and Beautiful Program Manager

Chantal.Sandoval@td.nm.gov

(505) 670-8059



Delana Du

Clean and Beautiful Program Management Analyst

Delana.Du@td.nm.gov

(505) 479-2564

Clean & Beautiful
Resources Page

