



State & Local Cybersecurity Grant Program

Reimbursement Request Process

The State & Local Cybersecurity Grant Program (SLCGP) is a reimbursement grant. The awardee will receive grant funds as a reimbursement payment by submitting for reimbursement after the purchase is made and the invoice is paid.

Steps for Reimbursement

1

Gather All Necessary Documentation:

- An invoice/receipt that includes the vendor name/address, invoice #, date, item description, and invoice total
- Proof of payment: cleared check or general ledger from the organization's accounting system.

2

Fill out and sign the SLCGP Reimbursement Form.

The form can be found at des.mt.gov/Grant-Programs/State-Local-Cyber-Security-Grant-Program.

3

Email the form and all documentation to MTDESGrants@mt.gov.

Each award area will need a separate Reimbursement form. The award areas are: Cyber Awareness Training, IT Professional Training, and Albert Sensors.

Within 30 days of receiving the reimbursement request by email, MT DES will review the request. Approved requests will be paid by an electronic bank-to-bank money transfers process to the grantee organization.