

## INSTRUCTIONS FOR REQUESTING PAYMENT

For awards made before September 30, 2017

Rev. April 2019

### **OVERVIEW**

To request your grant funds from the National Endowment for the Arts (NEA), you must complete a *Request for Advance or Reimbursement (Payment Request)* form, available at [www.arts.gov/manage-your-award/awards-made-before-sept30-2017](http://www.arts.gov/manage-your-award/awards-made-before-sept30-2017). Follow the instructions below carefully.

**NOTE:** Verify that [SAM.gov](http://SAM.gov) has your organization's current banking information. NEA payments will be made to this bank account.

If your bank information changes, you **MUST** update it in [SAM.gov](http://SAM.gov) before requesting funds AND notify the NEA, see Section 12 below.

Confirm that your [SAM registration](http://SAM.gov) is current; payment cannot be made to an organization whose status is not active or if SAM.gov shows that your organization has Debt Subject to Offset (Delinquent Federal debt).

**Receiving Your Funds:** If your payment request form is completed correctly, you can generally expect to receive payment within 30 days from the date it is submitted. Please plan accordingly.

### **STEP BY STEP INSTRUCTIONS**

**Section 1.** The agency's name is completed for you.

**Section 2.** Enter the **10-digit Grant Number** from your grant award letter (e.g., 15-XXXX-XXXX, 16-XXXX-XXXX).

**Section 3.** Type of Payment Requested:

- a. Check **ADVANCE** if you wish to receive Federal funds for expenditures you expect to incur and pay within 30 days (or less) from the date you submit this form (the date in Box 11.).

Check **REIMBURSEMENT** if you are asking the NEA to reimburse you for expenditures already paid for this grant.

Check **both** if you are requesting a **combined** reimbursement and advance.

*All costs must be incurred within the period of performance indicated on your award letter (or as amended).*

- b. Check **FINAL** if this will be the last (or only) payment you are requesting on this grant; otherwise check **PARTIAL**.

**Section 4.** Indicate the method used to record costs in your accounting ledgers. (If you are not sure, ask your Finance office or bookkeeper.)

If you recognize expenses only as you pay them, check **CASH**.

If you recognize expenses before paying them, check **ACCRUED EXPENDITURES**.

**Section 5.** If this is your first payment request for this grant, enter "1." For your second, enter "2," etc. Do not enter the amount of money that you are requesting.

**Section 6.** You **must** enter your "**Taxpayer Identification Number**" (also known as "Employer Identification Number"). This nine-digit number is assigned to your organization by the Internal Revenue Service (IRS).

**Section 7.** Indicate the expenditure **period covered by this payment request**.

*This is not the same as the overall period of performance stated in your award letter. This expenditure period must fall **within** the stated period of performance, since NEA funds cannot be used for costs incurred outside of your grant period without an approved time amendment. Do not expect to receive any funds before the start date of your grant.*

The "**From**" date should reflect the earliest date for which the costs reported were incurred. Remember, this date can be no earlier than the first date of your period of performance (i.e., prior to the **start** date of the award).

The "**To**" date can be no more than 30 days from the date you submitted this form. It cannot be later than the last date of your period of performance (i.e., after the approved **end** date of your award).

**Section 8.** Enter the **official IRS name and the address** of your organization.

*For universities and large organizations, this should be the official grantee name, not the "on behalf of" organization or other component. In addition, if your address has changed, let us know so we can update our database.*

**Section 9.** **Computation of Amount Requested:**

*Round your payment request to the nearest dollar and consolidate requests so that the amount of Federal funds requested at any one time is at least \$1,000. If you are drawing down funds in installments, remember that each subsequent request must reflect cumulative expenditures, and any NEA funds previously received for the award.*

- a. **Total project outlays to date:** Enter all allowable project costs that have been incurred and/or paid as of the date listed.  
*Report actual expenditures; do not simply reiterate your original budget. All costs claimed must be allowable and appropriate expense documentation (e.g., contracts, receipts, invoices, payroll records, cancelled checks, etc.) must be maintained and available for submission upon request. Refer to the General Terms and Conditions on the [Manage Your Award](#) section of our website for more information.*
- b. **Estimated net cash outlays needed for 30-day advance:** Include funds here only if you are requesting an advance of NEA funds to cover expenses to be incurred within 30 days or less from the date you submit this form (see box 11). If you are requesting a reimbursement, leave this as zero.
- c. **Total:** The sum of line a plus line b will calculate automatically.
- d. **Recipient share of amount on line c:** Enter your cost share or match (non-NEA funds) included in the total amount on line c.
- e. **NEA share of amount on line c:** The form will calculate the difference between line c and line d. Note that, the NEA share cannot exceed the amount of your award.
- f. **NEA payments previously requested:** Enter all NEA funds previously requested for this grant.
- g. **NEA share now requested:** Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting. Remember, these funds must be disbursed immediately upon receipt.

**Section 10.** **Progress Report.** Unless otherwise stated in the blue Reporting Requirements that were included in your award package, a progress report is required only once during the grant period. It must be provided the first time the **cumulative amount requested exceeds two-thirds of the grant amount**.

We will not be able to process your payment request if it is not accompanied by the required and acceptable progress report.

*The progress report can be brief (sufficient for the space provided in the box) and should include a description of all activities supported by the grant that have been undertaken since the grant period start date, and a list of grant-supported activities scheduled for the remainder of the grant period. If you are submitting your payment request in conjunction with your Final Report materials, enter SEE FINAL DESCRIPTIVE REPORT in the progress report box in lieu of submitting a progress report.*

**Section 11. Authorizing Official.** All requests must be submitted by an Authorizing Official.

For parent organizations of approved independent components, this Authorizing Official must be a representative of the **parent** organization.

Colleges and universities may **delegate authority to a fiscal officer** to submit payment requests. If the NEA cannot verify the name and title of the individual submitting a request via the organization's website, etc., the grantee should provide written authorization to the Office of Grants Management confirming the person's role and authority.

*For additional information about Authorizing Officials, see [General Terms & Conditions for Grants and Cooperative Agreements to Organizations](#).*

Submission of a payment request indicates that the grantee agrees to **all** the terms and conditions of the grant, including the Assurance as to Labor Standards outlined on page 2 of the request form.

*The complete text of 29 CFR Part 505 Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities is available online [here](#).*

**Section 12. Bank Information.** The NEA uses the bank information from your entity's [SAM.gov](#) record. NEA payments will be made to this bank account.

**If your bank information changes, you MUST**

- (1) update it in SAM before requesting payment and
- (2) add a note in the Progress Report field (Section 10) that SAM has been updated with new bank information.

**SUBMITTING YOUR REQUEST**

You should **email** your requests to the Office of Grants Management at [grants@arts.gov](mailto:grants@arts.gov). Do not send a duplicate hard copy or fax.

**GRANTEE ASSISTANCE**

If you have any other questions, please e-mail us at [grants@arts.gov](mailto:grants@arts.gov) or call the Office of Grants Management at (202) 682-5403.