

# Request for Advance or Reimbursement

(Payment Request Form for Cooperative Agreements)

- E-mail this form to Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov), or **via fax** to 202/682-5610 or 202/682-5609.
- If you need additional assistance, call 202/682-5403.

**1. National Endowment for the Arts**

**2. Cooperative Agreement #: DCA -** \_\_\_\_\_

**3. Type of payment requested:**

- a.  Advance                      b.  Final  
 Reimbursement               Partial

**4. Basis of request:**

- Cash  
 Accrued Expenditures

**5. Payment Request:**

#

**6. Taxpayer Identification Number:** (or EIN)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**7. Period covered by this request:** (month/day/year)

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**8. Cooperator:** (Official IRS name/ mailing address)

**Reminders:**

- a. Authorizing Official.** This form must be submitted by an Authorizing Official.
- b. Progress report.** You must provide a progress report in Section 10 when the cumulative amount requested exceeds two-thirds of your award amount.
- c. SAM.gov.** You must have an active registration in SAM (the System for Award Management) to receive payment.
- d. Payment.** Funds can only be remitted via Electronic Funds Transfer. You must complete #12 below for an Automated Clearing House (ACH) payment. This information must be provided on every payment request; missing or incorrect numbers will delay your request and/or prevent your bank from crediting your account.
- e. Labor Assurances.** By submitting this request, you are also certifying to the [Assurances as to Labor Standards](#) outlined on page 2 of this form.

See the [General Terms & Conditions](#) and [Reporting Requirements](#) for additional guidance.

**9. Computation of amount requested:**

a. Total project outlays to date (As of ____ / ____ / ____)	\$
b. Estimated net cash outlays needed for 30-day advance	\$
c. Total (a plus b)	\$
d. Recipient share of amount on line c	\$
e. Endowment share of amount on line c (c minus d)	\$
f. Endowment payments previously requested	\$
g. Endowment share now requested (e minus f)	\$

**10. Progress report:** Please respond in the space provided or attach to this form. Do NOT submit under separate cover.

**11. Authorizing Official:** To the best of my knowledge and belief, the data reported above are correct and all outlays were made in accordance with award conditions. Payment is due and has not been previously requested.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact E-mail: \_\_\_\_\_

Date: \_\_\_\_\_  
 Phone: (    )    -    ext. \_\_\_\_\_  
 Phone: (    )    -    ext. \_\_\_\_\_  
 Fax: (    )    -    \_\_\_\_\_

**12. Bank Information:** (REQUIRED)

Name of Bank \_\_\_\_\_  
 City/State \_\_\_\_\_  
 RTN # \_\_\_\_\_  
 Bank Account # \_\_\_\_\_  
 checking     savings

**For Agency use only:**

Reviewed by \_\_\_\_\_  
 Initials / Date  
 Approved by \_\_\_\_\_  
 Name / Date

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Page 2

(Please read but do not submit with Payment Request Form)

## ASSURANCES AS TO LABOR STANDARDS

UNDER SECTION 5(m) AND SECTION 7(g) OF THE NATIONAL  
FOUNDATION ON THE ARTS AND THE HUMANITIES ACT OF 1965,  
AS AMENDED

In consideration of a grant made under section 5 or 7 of the National Foundation on the Arts and the Humanities Act of 1965, as amended, and in order to satisfy the conditions expressed in section 5(m) or section 7(g) of that act so as to be eligible to receive the grant funds, Grantee does hereby make this contractually binding promise to the Secretary of Labor that:

- (1) all professional performers and related or supporting professional personnel (other than laborers or mechanics with respect to whom labor standards are prescribed in subsections 5(n) and 7(j) of the act) employed on projects or productions which are financed in whole or in part under such sections will be paid, without subsequent deduction or rebate on any account, not less than the prevailing minimum compensation for persons employed on similar activities; and
- (2) no part of any project or production which is financed in whole or in part under section 5 or section 7 of the National Foundation on the Arts and the Humanities Act of 1965, as amended, will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employee engaged in such project or production, including particularly, no work which is prohibited for safety or sanitary reasons by any of the contracts with labor organizations listed in 29 CFR 505.3 (a). Grantee further promises to keep the records and permit the inspections provided by 29 CFR 505.5(b). Receipt of a copy of 29 CFR Part 505 is hereby acknowledged. This promise may be enforced by the Secretary through any appropriate action at law or in equity in any court of competent jurisdiction.

U.S. Department of Labor  
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