Request for Advance or Reimbursement

(Payment Request Form for Cooperative Agreements)

- E-mail this form to Grants & Contracts Office at 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 ☐ Reimbursement

b. ☐ Final ☐ 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)

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)*	$ 0
d. Recipient share of amount on line c	$
e. Endowment share of amount on line c *(c minus d)*	$ 0
f. Endowment payments previously requested	$
g. Endowment share now requested *(e minus f)*	$ 0

- **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.

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

11. Authorizing Official: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. *[Certification continues on page two.]*

Name: _____ Date: _____

Title: _____ Phone: ( ) - ext.

Contact Person: _____ Phone: ( ) - ext.

Contact E-mail: _____ 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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(Please **read** but **do not submit** with Payment Request Form)

AUTHORIZING OFFICIAL CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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.