• OMB #: 3135-0112 Expires 2/28/05

Request for Advance or Reimbursement

(Payment Request Form)

- Please type or print clearly.
- Complete and mail this page to: Grants & Contracts Office, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001 -- OR -- FAX one copy to 202/682-5610 or 5609. Do not FAX **and** mail.
- If you need assistance, call 202/682-5403.

1. National Endowment for the Arts

2. Grant #: __ __ -- __ __ __ __ -- __ __ __ __

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 (also known as Employer Identification Number):
__ __ -- __ __ __ __ __ __ __

7. Period covered by this request (month/day/year):
From: __ / __ / __ To: __ / __ / __

8. Grantee (Official IRS name/mailing address)

- **Payment**
Due to a change in Federal law, funds can only be remitted via Electronic Funds Transfer. You must complete #12 below for an Automated Clearing House (ACH) payment to your bank. This information must be provided on every payment request you submit. NOTE: Incorrect numbers will prevent your bank from crediting your account.

9. Computation of amount requested:

a. Total project outlays to date (As of / /)	$
b. Estimated net cash outlays needed for advance period ...	
c. Total (a plus b)	
d. Non-Endowment 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).....	$

- **Reminders**

a. **Authorizing Official**. An authorizing official who either signed the original application or has a signature authorization on file must sign this form. If necessary, submit an updated signature authorization form or letter.

b. **Labor Assurances**. By signing below, grantee is also certifying to the Assurances as to Labor Standards on page 2 of this form.

c. **Progress report**. Complete #10 the first time the cumulative amount requested exceeds two-thirds of the grant amount. Consult the Reporting Requirements document included in your grant award package for guidance on the content of this report.

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 grant conditions. Payment is due and has not been previously requested.

Signature: X _____ Date: _____

Name/Title: _____ Phone: ( ) - ext.

Contact Person: _____ Phone: ( ) - ext.

e-mail: _____ Fax: ( ) -

12. For ACH transfer of funds:

Name of Bank _____

City/State _____

RTN # __ __ __ -- __ __ __ -- __ __ __

Bank Account #

☐ checking ☐ savings

- **For Agency use only**:

Reviewed by _____
Initials/Date

Approved by _____
Name/Date

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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