

To request funds, grantees should:

1. Complete the Payment Request Form
2. Complete the Description of Major Project Changes (if applicable)
3. Complete the Payment Request Budget Template and Narrative. *(Note: Grantees may use their own budget formats as long as the same information is addressed.)*



**Payment Request Form**

| **Date:** | | |
| --- | --- | --- |
| **Grant Number:** | **Grant Project Team:** | |
| * **Direct Deposit** * **Check**   + **Name and Address for check:** | | |
| **Total Award Amount: $10,000**  **Funds Received to Date: \_\_\_\_\_\_\_\_\_\_\_** | | **Total Funds Requested\*: \_\_\_\_\_\_\_\_\_\_\_**  \* Funds must be used within 90 days of receipt.  Funds requested for project costs: \_\_\_\_\_\_\_  Funds requested for community partner honorarium/a: \_\_\_\_\_\_\_\_\_ |
| **Authorizing Official (please print name and provide signature):** | | |
| **Authorizing Official Phone Number:** | **Authorizing Official Email Address:** | |

| ***FOR FORUM USE ONLY*** | |
| --- | --- |
| **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CEO Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **◻ Letter of Agreement on file**  **◻ Pay to account matches LOA**  **◻ EIN in Quickbooks ◻ 501c3 or Corporation**  **◻ Award amounts confirmed**  **Grants Officer Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |



**Description of Major Project Changes**

Please briefly describe any major project changes since your last Progress Check-In with the Forum Grants team. This may be in bullet point or narrative form. If preferred, in lieu of a written report you may also schedule a phone or virtual call with the Forum Grants team to discuss this. .

*Note: Major changes include Any deviation from the approved proposal with respect to 1) conduct of the project; 2) key personnel; 3) project dates; 4) change in the scope of the project topic(s); or 5) project budget indicated in the prior payment request.*



**Payment Request Budget Template**

*Note: Grantees may use their own budget formats as long as the same information is addressed.*

| **GRANT NUMBER:** | | | |
| --- | --- | --- | --- |
|
| **Categories** | **Brief Item Description (provide more details on next page)** | **Funds Received to Date** | **Current Payment Request** |
| *Example…* | *Transcription services $10/hr x 10 hrs.* | *$100* | *$100* |
| **1. COMMUNITY STAKEHOLDER PARTNER HONORARIA** | |  |  |
| 1.1 Community Stakeholder Honoraria |  |  |  |
| **2. PROJECT COSTS: PERSONNEL** |  |  |  |
| 2.1 Salaries and Fringe |  |  |  |
| 2.2 Contractual & Consultant Fees |  |  |  |
| 2.5 Other |  |  |  |
| **3. PROJECT COSTS: TRAVEL** |  |  |  |
| 3.1 Transportation |  |  |  |
| 3.2 Per Diem (incl lodging) |  |  |  |
| **4. PROJECT COSTS: FACILITIES/OFFICE/EVENT SPACE** |  |  |  |
| 4.1 Rentals |  |  |  |
| 4.2 Telephone/Internet |  |  |  |
| 4.1 Supplies |  |  |  |
| 4.2 Equipment |  |  |  |
| 4.3 Other |  |  |  |
| **5. PROJECT COSTS: PRINTING & PROMOTION** | |  |  |
| 5.1 Printing |  |  |  |
| 5.2 Shipping & Postage |  |  |  |
| 5.3 Media |  |  |  |
| 5.4 Other |  |  |  |
| **6. OTHER (Specify)** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **7. INDIRECT COST RATE** |  |  |  |
| 7.1 Indirect cost rate |  |  |  |
|  | **TOTAL:** |  |  |

**Budget Narrative**

**Grant Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This is a Word document. Please expand or add additional pages as needed.*

**COMMUNITY STAKEHOLDER HONORARIA**

**1.1 Community Stakeholder Honoraria:** please include any relevant information to this item, if applicable.

**PERSONNEL**

**2.1 Salaries and fringe:** description of service and rate, including benefits.

**2.2 Contractual Services:** description of service, rate, and estimated hours.

**2.3 Consultant’s Fees:** description of service and rate

**2.4 Other:** This section may be used to describe personnel costs not already described.

TRAVEL

**3.1 Transportation:** Transportation costs. International travel will not be funded.

**3.2 Per Diem:** The Forum provides per diem funding for food *only* in very rare circumstances.

FACILITIES/OFFICE/EVENT SPACE

**4.1 Office Rentals**: a description of the equipment or space to be rented

**4.2 Telephone:** Description of phone or internet service when necessary and appropriate for the project work.

**4.3 Supplies:** An overview of the kinds of supplies necessary. Supplies need not be itemized, but it should be clear how these supplies relate to the grant project proposal.

**4.4 Equipment:** an overview of the equipment to be purchased.

**4.5 Other:** This section may be used to describe facilities/office/event space costs not already described

PROMOTION

**5.1 Printing:** A description of what is to be printed, how many, and for what purpose.

**5.2 Shipping & Postage:** Items to be shipped/mailed and by what means (e.g., UPS, Fedex, courier).

**5.3 Media:** Media costs including purchase of licenses and the creation of non-print media such as CDs, DVDs, etc.

**5.4 Other:** Any other costs associated with the promotion, distribution, or archiving

OTHER

**6. Other:** In your budget narrative, please provide as much detail as possible about any funds requested using this line item.

INDIRECT COST RATE

**7. Indirect cost rate**: An indirect cost rate of 10% de minimis applies for overhead operating expenses, unless the organization has an alternative pre-approved federal indirect rate and can provide documentation.