 PAYMENT REQUEST FORM

* Once the initial 30% of project funds (distributed upon signing Grant Agreement) have been expended and the Grantee is ready for an additional payment, the Grantee should submit this Payment Request with all financial information related to use of the initial 30% of project award, as well as explicit plans for the use of the next project award payment.
* Once the Payment Request is reviewed and approved by the Heritage Coordinator, and if the Grantee has submitted all Quarterly Reports, Douglas County will disburse the requested amount **up to 90%** of the project award.
* The **final 10%** of the total grant amount will be distributed as a reimbursement upon project completion and will be issued once the Final Project Report has been reviewed and approved by the Heritage Coordinator and the Heritage Conservation Council.
* Submit this completed form along with any relevant copies of request for bids, copies of bids received, evidence of the criteria used to select contractors, invoices, and all associated receipts as **one PDF no larger than 14MB** to **kammerlaan@douglascountyks.org****.**
* Unless a signed amendment states otherwise, the Project Number, Grantee, Project Title, Authorized Official, and all other Project information should be the same as written in the signed Grant Agreement.
* If the Payment Request form is completed correctly, the Grantee can expect to receive payment within 30 days from the date it is submitted.

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| --- |
| Date: |
| Project Title: |
| Project No: |
| Make Check Payable To:  |
| Mailing Address:  |
| Total Amount Awarded:  |
| Grant Project End Date:  |
| Current Amount Requested:  |
| Remaining Balance: |
| List any revisions or changes to the project budget since last report:  |
| Signature of Authorizing Official:  |
| Date:  |

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|  |  | payment request form |
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| **GRANT BUDGET STATUS** |
| **TOTAL GRANT** | **THIS REQUEST** | **PREVIOUS REQUESTS** | **AMOUNT REMAINING** |
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| **NATURAL & CULTURAL GRANT PROJECT BUDGET** |

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| **GRANT EXPENSES** |
| BUDGET ITEM | BRIEF DESCRIPTION | COST |
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| List any additional funding the project has acquired:  |

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| **REMAINING GRANT AWARD COSTS**  |
| BUDGET ITEM | BRIEF DESCRIPTION | ANTICIPATED COST |
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| **IN-KIND/MATCHING FUNDS/DONTATED SERVICES** |
| BUDGET ITEM | BRIEF DESCRIPTION | VALUE/AMOUNT |
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