

# 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**

**3. Type of payment requested:**

- a.  Advance                      b.  Final  
 Reimbursement                       Partial

**6. Taxpayer Identification Number** (also known as Employer Identification Number):  
 \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_

**8. Grantee** (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 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).....	\$

**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 \_\_\_\_\_  
 Name/Title: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

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