Request for Advance or Reimbursement

(Payment Request Form for Cooperative Agreements)

- Please type or print clearly.
- Complete and fax this page to the Grants & Contracts Office: 202/682-5610 or 5609.
- If you need assistance, call 202/682-5403.

1.	National Endowment for the Arts		2.	Coope	rative Aç	greemer	nt #:	DCA		
3.	Type of payment requested: a. Advance b. Reimbursement	☐ Final ☐ Partial	4.	☐ Ca	of reques sh crued Exp		es	5. Pa	ayment Request #:	
6.	5. Taxpayer Identification Number (also known as Employer Identification Number):			Perio	eriod covered by this request (month/day/year):					
				From:	//		To	o: / _	_/	
8.	Cooperator (Official IRS name/mailing address)			must co (ACH) p provided	ment Is can only be remitted via Electronic Funds Transfer. You complete #12 below for an Automated Clearing House It) payment to your bank. This information must be ded on every payment request you submit. Incorrect pers will prevent your bank from crediting your account.					
9.	Computation of amount requested:			Reminders						
	a. Total project outlays to date (As of//)b. Estimated net cash outlays needed for 30-day advance	\$	a.	signed authori	the origin zation on	g official who either a signature rm. If necessary, <u>cation form</u> or letter.				
	c. Total (a plus b)		b.		r Assurances. By signing below, cooperator is also ying to the Assurances as to Labor Standards (page 2 ress report. Complete #10 the first time the plative amount requested exceeds two-thirds of the diamount. Consult the Reporting Requirements ment for guidance. Seographic Location of Project Activity form					
	 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 		c. d.	Progre cumula award docum						
	requested (e minus f)			must be submitted before payment will be released.						
11.	Authorizing Official. To the bes were made in accordance with the Signature: X		. Pa							
	Name/Title:				Phone:		\		ovt	
	Contact Person:				Phone:)	<u>-</u>	ext.	
	e-mail:				Fax:	()	_	OAL.	
12. For ACH transfer of funds: Name of Bank City/State RTN #					For Agency use only: Reviewed by					
	Bank Account # checking	savings					. •	0, 0		

(Please read below but **do not submit** with Payment Request Form)

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 ESA-38 Rev. June 1988