| Request for Advance or Reimbursement (Payment Request Form) | 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. Track receipt & processing of your payment request form online at www.arts.gov/mygrant. |
|--|---|
| 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 #: Accrued Expenditures |
| 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 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. Incorrect numbers 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. 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. |
| c. Total (a plus b) | b. Labor Assurances . By signing below, grantee is also certifying to the <u>Assurances as to Labor Standards</u> (page 2) |
| d. Non-Endowment share of amount on line c | c. Progress report . Complete #10 the first time the cumulative amount requested exceeds two-thirds of the grant amount. See the Reporting Requirements. |
| f. Endowment payments previously requested g. Endowment share now requested (e minus f)\$ | d. The <u>Geographic Location of Project Activity</u> form must be submitted before payment will be released. |
| Authorizing Official. To the best of my knowledge ar were made in accordance with grant conditions. Payn | |
| Signature: X | Date: |
| Name/Title: | Phone: () - ext. |
| Contact Person: | Phone: () - ext. |
| e-mail: | Fax: () - |
| Name of Bank City/State RTN # | For Agency use only: Reviewed by Initials/Date Approved by |
| | Approved byName/Date |
| Bank Account # checking savings | |

(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