



NATIONAL  
ENDOWMENT  
FOR THE ARTS

## National Endowment for the Arts Recovery Act Payment Request Completion Tips

7/27/09

1. Geographic Location of Project Activity form is not required for Recovery Act grantees.
2. Recovery Act awards support salaries, fringe benefits, artist fees and/or consultant fees, per the approved application, award package, and amendment(s).
3. Requests cannot include fundraising, see item 6 "Unallowable Costs-Fundraising" in the *Special Terms & Conditions for Recovery Act Grants*.
4. Requests can be made to reimburse costs incurred since the start date of the award and/or advance for 30 days from the date the form is signed (this is no different than a regular grant). In the majority of cases, it is unlikely that you would be able to receive the full amount of the award all at once.
5. Do not put in Box 7 the entire grant period of support from the award letter.
6. These are non-matching awards; do not include "non-Endowment share" in Box 9 d.
7. To assist the Grants & Contracts Office,
  - For salaries and fringe benefits, consider the personnel you are requesting funding for, their weekly salary, and how many weeks the Payment Request covers. Provide a breakdown in Box 10 of the form. Also, include the portion of the person's salary/fringe contained in Box 9 g.
  - For artist fees or other consultant/contractors, look at when fees are paid to the artists. For example, if the contract designates an initial payment and a final payment in most cases you cannot request the full contract amount. The payment must be split between when the first payment is made and the last. Provide details in Box 10.
8. A Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount. The Progress Report must include a description of what the grant has supported since the grant period start date, and what is planned for the remainder of the grant period. Your response should generally be limited to the space provided on the form. For example:

"Retained staff person X. The NEA Recovery grant covers 50% of X's monthly salary for each month during the past 4 months. We request reimbursement of the past 4 months and advance to pay staff person at the same rate for this month."

"Completed contract with arts company G to provide a second performance and expand the school residency for one more week. Funds requested will cover the artists' fees, as approved by the NEA, for this month's activities. This will conclude our project."
9. All Payment Request must be signed by an authorizing official. See the Guidance in the *General Terms & Conditions*.
10. Payment can take at least 30 days to process, plan accordingly.