

Instructions for Completing Request for Funds Form for Annual Grants

*Individual Artist Fellowship, Student Ticket Subsidy, Rolling Grant
and Arts Build Community recipients should not use these forms*

Please include the Agency Tracking # 31625-_____ in any Requests for Funds, reports or related correspondence.

Once a grantee has sent back the signed contract for their Annual Grant they may request funds in one to three draws. The grantee may request an initial draw of up to 40% of award funds in advance by submitting a Request for Funds Form WITHOUT an Itemized Expenditure Sheet. **The grantee must complete Title VI training and certification prior to your first Request for Funds, or no later than December 16, 2016.**

The Title VI training & certification form has been uploaded to our eGrant site. Please review the training module and complete the on-line certification. **Return a printed copy with your first request for payment or no later than December 16, 2016. All grant funds will be held until training requirements are met.** Documentation should be kept on-site for three years. See your award letter or [visit our website](#) for additional instructions.

For subsequent requests for funds, or if the grantee is requesting more than 40% during its initial draw, it must submit the Request for Funds Form accompanied by the Itemized Expenditure Sheet, detailing how both Commission and matching funds have already been spent.

The final Request for Funds must be made as part of the grant close-out. To closeout the grant and request remaining funds, the grantee must submit the following: Request for Funds Form (one original and one copy), Grant Evaluation Form (one original and one copy), a Final Financial Report of Expenditures Form (one original), and proof of Arts Commission acknowledgement.

The final request for funds must be submitted no later than 30 days following the project end date or June 15, whichever comes first.

Documents should be submitted to:

Tennessee Arts Commission
Citizens Plaza Building
401 Charlotte Avenue
Nashville, TN 37243-0780



Request for Funds Form

- Form must be typed -

Name of Grantee: _____

Grantee Address: _____

Tracking/Application Number: _____ Total Grant Award: _____

Unless this is an advance request, please provide a brief progress report on both the project and the expenditures of funds (grants and match.)

Expenses

1. Permanent Staff

Administrative: _____

Artistic: _____

Technical/Production: _____

2. Contracted Fees and Services:

Administrative: _____

Artistic: _____

Technical /Production: _____

Other: _____

3. Accessibility: _____

4. Space Rental: _____

5. Travel: _____

6. Marketing: _____

7. Remaining Operating Expenses: _____

8. Capital Expenditures / Acquisitions: Tennessee Arts Commission funds cannot be used in this category.

Request for Funds Form (continued)

A. Total Funds Spent to Date: _____

B. Total Grant Amount: _____

C. Prior Payments: _____

D. Balance to Date: _____

E. Amount of Request: _____

F. Percent of Request (%): _____

G. Balance Remaining: _____

Signature: _____

Name: _____

Title: _____

Date: _____

