

1 Request for Payment Form

2 Review My Requirement

## Request for Payment Form

Printer Friendly Version | E-mail Draft

\* Required before final submission

\* Organization Name

Address

City State Postal Code  
<None>

Payment Address

Address in which check should be sent, if address different from above.

Date Grant Awarded: Total Amount of Grant:

Title of Project:

\* Today's Date

\* Amount being requested for payment:

If this grant is payable in multi-years, you only have to request payment once and for the year-one amount.  
(Refer to the Grant Resolution section on page one along with the Grant Payments Section of your Grantees Acceptance and Understanding form located in your online account.)

### PAYMENT OF GRANT

Directly following the Z. Smith Reynolds Foundation Board of Trustees meeting, the Foundation reserves a limited amount of time for legal processing before comprehensive notification of the grant award is emailed and funds become available. For grants approved in the month of November, funds should be available as early as January unless the grant resolution state the grant is payable in July 2017. (Please refer to the Grant Payment section of your Grantees Acceptance and Understanding Form for complete information.)

- Payment of the grant should not be requested until the grantee needs to expend the funds. The grantee should request payment at least 30 days prior to the desired payment date. *If the grantee does not request payment within eighteen (18) months of when the grant is made, the grant will be automatically rescinded - refer to the Grant Schedule section of the Grantee Acceptance and Understanding form.* (If a grant is awarded in November 2016, funds should be available in January 2017 and the grantee should request payment before June 2018 to avoid having the grant rescinded. However, if the grant resolution states the grant is payable in July 2017, the grantee should request payment before December 2018 to avoid the grant being rescinded.)
- If the grantee has received previous grants from the Foundation, *all* previous reporting requirements that are due, must be submitted before receiving payment of a new grant.
- If the grant is conditional or contingent, *all* conditions and contingencies must be met before payment will be made.
- The grantee is required to submit this request for payment form.
- **In addition to this form, the Grantee's Acceptance and Understanding Form is in your online account and must be submitted separately from the Request for Payment Form.**

\* I have read and understand the above information and all requirements have been submitted and contingencies have been met.

\* At this time, I am requesting payment for the grant awarded on the given award date above.



Save & Finish Later

Review & Submit

**SAMPLE**