



## Instructions for Completing Request for Funds Form

Most grants require funds to be drawn down in increments (e.g. 40%, 40%, and 20%). The first payment (up to 40% of the total grant) is an “advance” and an **Itemized Expenditure Sheet** is not required with the Request for Funds Form.

Grantees should submit a **Request for Funds Form** supported by an **Itemized Expenditure Sheet** for each request of 41% or more of the total grant.

When the project/program is completed, TAC must receive two (2) **Request for Funds Forms** accompanied by two (2) **Grant Evaluation Forms** and a **Final Financial Report of Expenditures Form**, documenting all disbursements in agreement with the **Revised Budget Form**. Refer to section “C” of your contract for specific payment terms and requirements. A grant is not closed out until grantee submits all required TAC documents.

**Exceptions:** Individual Artist Fellowship awards are payable in one lump sum upon TAC receipt of required documentation. Partnership Support, Cultural Education Partnership and Major Cultural Institution grantees may close-out with the first request for payment with documentation of all funds (grant award and match) spent.

Arts Education-Teacher Incentive, Professional Development Support Special Opportunities, Technical Assistance and Touring Arts are reimbursed after the project is completed. The Evaluation Form, Financial Report of Expenditures Form and Request for Funds must be submitted after the project is completed as outlined in the Tennessee Arts Commission’s Grant Guidelines which can be accessed at:  
[http://www.tn.gov/arts/grant\\_categories.htm](http://www.tn.gov/arts/grant_categories.htm).

To begin a draw, complete the **Request for Funds Form** and any required additional forms described above. Submit the **original form(s)** with one (1) copy to:

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

**NOTE:** Arts Build Communities (ABC) grantees must submit the original forms with one copy to your Designated Agency. One copy of the **Request for Funds Form** must have an original signature.



# Request for Funds Form

- Form must be typed -

Name of Grantee:

Grantee Address:

Tracking/Application Number:

Please provide in the space below 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/Equipment Acquisitions\*:

## Request for Funds Form (cont')

Total Funds Spent to Date:

Total Grant Amount:

Prior Payments:

Balance to Date:

Amount of Request

Percent of Request (%)

Balance Remaining:

Signature:

Name:

Title:

Date:

