

Sample Completed Appendix C

Appendix C--Form of Funding Request



NEW Reimbursement Process: A web link to the reimbursement form will be sent to the grantee once their contract has been executed and the grantee has received a purchase order.

Grant Program: Arts Programming

Invoice Date: 12/15/2023
Invoice No: GFTA-AP-XYZ-12/15/2023

Organization Name or Fiscal Sponsor ("Grantee"): XYZ Arts, Inc.

Fiscally Sponsored Organization or Project (if applicable): Arts for SF

Pursuant to Section 5.3 of the Grant Agreement (the "Grant Agreement") between the undersigned ("Grantee") and the City and County of San Francisco, Grantee hereby requests a disbursement of Grant Funds as follows:

Total Amount Requested for this Reimbursement Request: \$25,000

Grantee certifies that:

1. The total amount of Grant Funds requested in this Funding Request will be used to pay Eligible Expenses listed in the attached Schedule 1
2. Also attached is backup documentation for each Eligible Expense listed in Schedule 1
3. No Event of Default has occurred and is continuing; and
4. The undersigned is an officer of Grantee authorized to execute this Funding Request on behalf of Grantee.

Print Name: Chris Que
Title: CFO

Appendix C – Schedule 1 to Request for Funding

The following is an itemized list of Eligible Expenses for which Grant Funds are requested:

Payee	Check No.	Date	Amount	Eligible Expense Category Description
ADP Payroll register	n/a	7/1-7/15/23	\$3,000	Gross salaries
ADP Payroll register	n/a	7/16-7/31/23	\$3,000	Gross salaries
Monthly rent	2345	7/1/23	\$6,000	Mortgage or rent
Theater rental	2349	7/15/23	\$3,000	Theater/arts venue rental
ADP Payroll register	n/a	8/1-8/15/23	\$3,000	Gross salaries
ADP Payroll register	n/a	8/16-8/31/23	\$3,000	Gross salaries
Annual insurance renewal	2360	9/1/23	\$3,300	Insurance
Alex M., artist	2412	9/22/23	\$1,200	Contracted artist
[PLEASE ADD MORE ROWS IF YOUR LIST IS LONGER THAN WHAT IS PROVIDED HERE]			\$25,500	Note: The total on this page is larger than what is requested on page 1, but only \$25,000 can be requested since that was the original award amount.

The following are attached as part of this Schedule 1:

- A. the front and the back of canceled checks, or other written evidence documenting the payment of invoices and bills paid related to general operating expenses;
 1. proof of payment for any payments made electronically should be in the form of receipts, payment confirmation emails, bank statements highlighting those payments, or other evidence of payment.
- B. for wages or salaries, provide payroll registers containing a detailed breakdown of earnings and withholdings