



FOR OFFICE USE ONLY

Approved

Not Approved

Date: _____

Cash Request - Museum on Main Street

Sponsoring Organization: _____ Contract Number: _____

Exhibit title: _____

Check payable to: _____

Mail check to: _____

Project Director:	_____	_____	_____
	Printed name	Signature	Date

Total Grant Award _____

Cash Request Type:

INITIAL _____

INTERIM _____

FINAL _____

Cash Request Instructions:

Payments will be made in three installments: Initial, interim and Final.

· Initial cash request may be submitted anytime after signed contract is in effect and all conditions are met. Initial request may equal up to 45% of total award.

· Interim cash request may be submitted anytime after the exhibit arrives on site and may equal 45% of the total award.

· Final payment will be made on a reimbursement basis when the required final Financial Report and additional support documents have been submitted and approved. Final Financial Report and cash request must be submitted within 30 days of close of the program contract period.