



FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date: _____	

## Cash Request Form

FHC Grant number: \_\_\_\_\_ DUNS number: \_\_\_\_\_

SAM Account Expiration Date:

Project title: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

Project Director: \_\_\_\_\_

Printed name	Signature	Date
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Total Grant Award \_\_\_\_\_

Cash Request Type:

- INITIAL \_\_\_\_\_
- INTERIM \_\_\_\_\_
- FINAL \_\_\_\_\_

### Cash Request Instructions:

- Mini and Community Project Grantees:** Grant award payment will be made in two installments: Initial and Final.
- Initial cash request may be submitted anytime after signed Grant Agreement is in effect, all conditions are met, and any required support documents have been received. Initial request may equal up to 90% of total award.
  - Final payment will be made on a reimbursement basis when the required final narrative and financial reports and support documents have been submitted and approved. Final reports and cash request must be submitted within 60 days of the last grant-funded activity or the closing date of the grant period, whichever occurs first.
- Partnership and Major Grantees:** Grant award payments will be made in three installments: Initial, Interim, and Final.
- Initial cash request may be submitted anytime after signed Grant Agreement is in effect, all conditions are met, and any required support documents have been received. Initial request may equal up to 45% of total award.
  - One interim cash request may be submitted for up to 45% of the total award. Cash request must be accompanied by required interim narrative and financial reports on forms provided by FHC.
  - Final payment of up to 10% of total award will be made on a reimbursement basis when the required final narrative and financial reports and support documents have been submitted and approved. Final reports and cash request must be submitted within 60 days of the last grant-funded activity or the closing date of the grant period, whichever occurs first.