

Instructions

Use this Financial Report Form to request an interim payment before the close of your grant *or* to report final grant expenditures and submit a final payment request to close your grant. Before any payment can be sent to your organization, a completed W-9 form must be on file with the Council. You may submit the W-9 (sent by the Council in your grant award packet and available at www.irs.gov) with your payment request, if desired.

Please use the glossary (on back) for assistance with completing this report. If additional assistance is desired please contact the Georgia Humanities Council at info@georgiahumanities.org or 404-523-6220. The original copy of this form, signed by both the project director and fiscal agent is to be mailed to the GEORGIA HUMANITIES COUNCIL, 50 Hurt Plaza, Suite 595, Atlanta, Georgia, 30303-2915.

1. Grantee _____

Address _____

Fiscal Agent _____ Telephone () _____

2. Grant GHC _____ Amount of Grant \$ _____

3. Time period reflected in this report: From _____ through _____

4. Please check one: Interim cash request Final expenditures report
 The Final expenditures report must include Attachment A (Itemized Grant Expenditures) and Attachment B (Itemized Cost-share)

5. GRANT EXPENDITURES				6. COST SHARE (Final Report Only)
Budget Categories	Previous Payments	This Period	Total to Date	
A. Personnel				
B. Travel				
C. Supplies				
D. Printing and Duplicating				
E. Postage and Telephone				
F. Equipment Rental				
G. Facilities Rental				
H. Advertising				
I. Other (specify)				
J. Total				
K. Total of previous payments to Grantee	*****	*****		
L. Amount Requested (Difference between J & K)	*****	*****		

We certify that this information is true and correct and that documentation of these expenditures is on file in our office for audit for three years following the end of the grant period.

7. Signature of Project Director _____ Date _____

8. Signature of Fiscal Agent _____ Date _____

Approved for payment by the Georgia Humanities Council _____

Amount Approved: _____ Date _____

Glossary

1. **Grantee.** The name of the nonprofit organization awarded the grant. The check will be addressed to this organization and will be mailed to the address provided here. The fiscal agent provided on this form should match that provided on your original grant application, unless a change in personnel has been indicated.
2. **Grant.** Write your grant number on the blank located after the acronym "GHC". The grant number and amount of your grant may be found on your Official Notice of Action or award letter sent to you by the Georgia Humanities Council.
3. **Time period reflected in this report.** The date range for this report should reflect the time period during which the expenses reported on front page for number 5 were incurred or will be anticipated. Unless extended by the Council, this time period should fall within the grant period listed on your Official Notice of Action and grant award letter.
4. If you are requesting a payment in advance of the close of your grant, check "**Interim Cash Request**". You may only request up to ninety percent of the grant prior to the close of the grant/project. If this report is the final report of expenditures to close the grant, check "**Final Expenditures Report**." Note: You may not request an interim payment after the end of your grant period (listed on your Official Notice of Award and grant award letter).
5. **Grant Expenditures.** Report all prior requests in the "**Previous Payments**" column. Grant expenditures for which you currently request payment should be listed under the "**This Period**" column. (These expenses should have been or be incurred during the time period listed on number 3 on the front page.) The amounts in each row under the "**Total to date**" column should equal the sum for the corresponding rows in the "This Period" and "Previous Payments" columns.

Provide the totals for columns- "Previous Payments", "This Period", and "Total to Date" on Line J. Then reprint the total for "Previous Payments" on Line K. Finally, in the "Total to Date" column, subtract Line K from J, to arrive at your "Amount Requested" on Line L.

The final report of grant expenditures states the exact, actual expenditures for the entire grant that are supported by records available for audit. An itemized list of grant expenditures, "**Attachment A**", details payments to each payee by budget category and must be submitted with the final report. If total cash expenditures are greater than the amount of the grant the excess is recorded as part of the cost share in the last column of the financial report form and on the cost-share "**Attachment B**".

6. **Cost-Share.** It is not necessary to complete the cost-share column for an interim cash request. The total value of cost-share in the final report must be equal to or greater than the amount of the grant. In-kind (donated) and cash cost-share must be itemized on "**Attachment B**" if this is a final report.

7 and 8. **Signatures.** The signatures attest to the accuracy of this report and assure that expenditures were made in accord with the provisions. Each signature must be dated.

Upon approval of this report by the Georgia Humanities Council, a check will be prepared and mailed to the address provided at the top of the form by Emory University, fiscal agent for the Georgia Humanities Council.

The Final Narrative Report, including a detailed description and evaluation of the project, must be received before the final payment can be approved

Georgia Humanities Council
(404) 523-6220