

**GEORGIA
HUMANITIES
COUNCIL**

Financial Report Form Instructions

Use this Financial Report Form to request both an interim payment and for final grant expenditures payment (to close your grant). Before any payment can be sent to your organization, a completed W-9 form must be on file with the GHC.

Please consult the glossary (next page) for further clarification of categories and terms used. E-mail questions to: Arden Williams awilliams@georgiahumanities.org The original copy of this form, signed by both the project director and financial officer is to be mailed, faxed or scanned and e-mailed to the GHC Offices (address and phone on next page).

1. Grantee Organization _____

Address _____

City/Zip _____

Financial Officer (to receive grant check) _____

2. Grant # GR _____ Amount of Grant \$ _____

3. Time period reflected here, 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. TOTALS				
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. (This form must include both signatures and be dated).

7. Signature of Project Director _____ Date _____

8. Signature of Financial Officer _____ Date _____

Approved for payment by GHC _____ amount and 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 financial officer 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 line after "GR". 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. **Payment Requests** If you are requesting a payment in advance of the close of your grant, check the box that says "**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**."
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 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 highlighted 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 and dates.** 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.

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

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