



## Financial Report Form

Use this form to request an interim payment of up to 90% of your grant funds. Before any payment can be processed, Georgia Humanities (GH) must have a completed W-9 for your organization, a copy of the letters sent to state and federal legislators informing them of the grant, and a Grant Event Form. You may return these to the GH office via e-mail or fax (404.523.5702); if faxing, please notify GH in advance. Please contact Allison Hutton if you have any questions or need assistance (e-mail [ahutton@georgiahumanities.org](mailto:ahutton@georgiahumanities.org) or call 404.523.6220).

**Name of Organization:**

**Grant Number:**

**Financial Officer:**

**E-mail:**

**Phone:**

**Address:**

<b>GRANT EXPENDITURES</b>	
<b>Budget Categories</b>	<b>Amount Requested</b>
Honoraria/Stipends	
Transportation/Travel	
Advertising/Marketing	
Printing/Duplication	
Postage/Supplies/ Phone Charges	
Facility/Equipment Rental	
Paid Vendors	
<b>TOTAL</b>	

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**Signature of Financial Officer (Required)** **Date**

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**Signature of Project Director (Required)** **Date**

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**Authorized for payment by GH** **Date** **Amount Approved**