



First Payment Request Form

Use this form to request your first payment of up to 90 percent of your award. Before any payment can be processed, Georgia Humanities must have a completed W-9 for your organization, a copy of the letters sent to your legislators informing them of the grant award, and a grant event form.

Name of Organization:

Grant Number:

Financial Officer:

E-mail:

Phone:

Address:

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

We certify that this information is true and correct, and that documentation of these expenditures is on file in our office, available for audit up to three years following the submission of our Final Report.

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

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

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