



**Advance Payment Request Form**

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Project Title:  
Grant Agreement No.:  
Grantee or Fiscal Sponsor:  
Contact Name and Phone No.:

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TOTAL GRANT AMOUNT:  
GRANT AMOUNT REQUESTED:  
(An advance payment will never exceed 75% of the grant amount)  
ESTIMATED CASH MATCH:  
ESTIMATED OVERALL MATCH (CASH & IN-KIND):  
ESTIMATED TOTAL PROJECT COST:  
PERCENT CASH MATCH:  
PERCENT OVERALL MATCH:

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**Advance payments are contingent upon a grantee's commitment to complete the project as described in the project application and can be made upon completion and submission of the following items as ONE PDF by email to your project's assigned Grants Officer:**

- 1) Grantee wire transfer instructions on bank letterhead, including an issue date within the calendar year
- 2) Approved Project Budget
- 3) Contracts and/or quotes related to your request (not required for capacity support)
- 4) Additional information as requested by GOCO Grant Officer

**Further instructions can be found on page 2.**

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**Please read the following statement, sign and date below to verify its accuracy.**

- 1) The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.

Signature: \_\_\_\_\_  
(signature must be from the grant's fiscal agent)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_

## **Advance Payment Request Instructions**

- 1. WIRE TRANSFER INSTRUCTIONS** All grant reimbursements will be sent to you via wire transfer. Your banking institution's transfer instructions must contain an issue date within the calendar year funds are requested, the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.
- 2. APPROVED PROJECT BUDGET** Submit a copy of the budget that was included with the signed grant agreement or approved project modification (if applicable).
- 3. ADDITIONAL INFORMATION** Please confirm with your Grants Officer if any additional documentation will be necessary to process your Advance Payment Request.

## **End of Fiscal Year Requirements**

To properly account for its grant expenditures, GOCO requires an annual report of grantee expenses funded by GOCO's advanced payment. Each year, the fiscal agent is required to complete and submit an Actual Expense Worksheet, reporting expenses paid during GOCO's fiscal year, which runs from July 1 through June 30. By July 31, the fiscal agent must submit the worksheet and supporting documentation for your 3 greatest expenses. Supporting documentation can include invoices submitted to the grantee or fiscal agent, payroll reports for personnel expenses, and wire or other proof of payment documentation. Please note that supporting documentation for additional expenditures may be requested by GOCO and/or GOCO's auditors. If there are no expenditures related to advanced grant funding as of June 30, please submit a narrative explaining why. GOCO may elect to have the grantee report at our fiscal year end OR when the grant closes out.