



**Fellowship Grant
Advanced Payment Request Form**

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

TOTAL AMOUNT REQUESTED AS ADVANCE PAYMENT:
(cannot exceed 75% of the grant amount)

A one-time advanced payment for 75% of the grant amount will be released upon completion and submission of the following items as ONE PDF by email to mbrady@goco.org:

- 1) Wire transfer instructions **on bank letterhead**, including an issue date in the calendar year funds are requested
- 2) Approved Project Budget

Further instructions can be found on page 2.

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

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: _____

Title: _____



Advance Payment Request Instructions

- 1. TRANSFER INSTRUCTIONS** All advance payments 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.

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 the Fellowship Grant Actual Expense Worksheet, reporting expenses paid during GOCO's fiscal year, which runs from July 1 through June 30.

By July 15, the fiscal agent must submit the worksheet and supporting documentation for the top 3 expenditures paid during the respective fiscal year. 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.