



**Stewardship Impact Grant
Advanced Payment Request Form**

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

TOTAL AMOUNT REQUESTED AS ADVANCE PAYMENT:

A ONE-TIME ADVANCED PAYMENT FOR THE FULL GRANT AMOUNT WILL BE RELEASED UPON COMPELTION AND SUBMISSION OF THE FOLLOWING ITEMS, DESCRIBED IN MORE DETAIL ON PAGE 2:

- 1) Wire transfer instructions from the grantee's or fiscal sponsor's banking institution on the bank's letterhead
- 2) Approved Project Budget

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.

By: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____



Advance Payment Request Instructions

1. **WIRE INSTRUCTIONS** All grant reimbursements will be sent to you via wire transfer. The banking institution's transfer instructions must contain 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 Stewardship Impact 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 every expense greater than \$1,000 paid during the respective fiscal year. If you do not have at least 3 expenses greater than \$1,000 within the respective fiscal year, please provide 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.

Matching Requirements

The minimum match requirement of the Stewardship Impact Grant Program is 10% cash and 25% overall (in-kind and cash) of the total project cost. Be advised that we will reconcile grant funding accordingly if minimum match is not met upon final reporting.