



NATIONAL ENDOWMENT FOR THE ARTS

## PAYMENT REQUEST FORM FOR GRANTS TO INDIVIDUALS

[ For All Grant Years ]

Please fill out online, type, or print clearly. Complete, sign, and fax this page to the Grants & Contracts Office, 202/682-5610 or 5609. If you need assistance, call 202/682-5403. Track receipt & processing of your payment request form online at [www.arts.gov/mygrant](http://www.arts.gov/mygrant).

**1. Name:**

\_\_\_\_\_  
 Last,                      First,                      Middle Initial

**2. Permanent Address:****3. Grant #:** \_ \_ -- \_ \_ \_ \_ -- \_ \_ \_ \_**4. E-Mail Address:****5. Request for Payment:**

- a. Grant Amount ..... \$ \_\_\_\_\_
- b. Amount previously requested ..... \$ \_\_\_\_\_
- c. Amount now requested ..... \$ \_\_\_\_\_

**6. Reminders:**

- a. Funds can only be remitted via Electronic Funds Transfer. You must complete #8 below for an Automated Clearing House (ACH) payment to your bank. This information must be provided on every payment request you submit. NOTE: Incorrect numbers will prevent your bank from crediting your account.
- b. **Labor Assurances.** By signing below, grantee is also certifying to the Assurances as to Labor Standards on page 2 of this form.
- c. **Progress report.** Complete #6 **the first time** the cumulative amount requested **exceeds two-thirds** of the grant amount. Consult the Reporting Requirements document included in your grant award package for guidance.

**7. Progress report.** Please respond in the space provided or attach to this form. Do NOT submit under separate cover.

**8.** To the best of my knowledge and belief, the above information is correct and all expenditures will be made in accordance with the purposes of the award and the "*General Terms and Conditions for Grants to Individuals.*"

X

Signature

( ) --

Telephone Number

Date

**9. For ACH transfer of funds:**

Name of Bank \_\_\_\_\_

City/State \_\_\_\_\_

RTN #        \_ \_ \_ -- \_ \_ \_ -- \_ \_ \_ \_

Bank Account # \_\_\_\_\_

checking         savings

Social Security Number: \_ \_ \_ \_ -- \_ \_ \_ \_

- For Agency use only:**

Reviewed by \_\_\_\_\_  
 Initials/Date

Approved by \_\_\_\_\_  
 Name/Date

## **ASSURANCES AS TO LABOR STANDARDS**

UNDER SECTION 5(m) AND SECTION 7(g) OF THE NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES ACT OF 1965, AS AMENDED

In consideration of a grant made under section 5 or 7 of the National Foundation on the Arts and the Humanities Act of 1965, as amended, and in order to satisfy the conditions expressed in section 5(m) or section 7(g) of that act so as to be eligible to receive the grant funds, Grantee does hereby make this contractually binding promise to the Secretary of Labor that:

- (1) all professional performers and related or supporting professional personnel (other than laborers or mechanics with respect to whom labor standards are prescribed in subsections 5(n) and 7(j) of the act) employed on projects or productions which are financed in whole or in part under such sections will be paid, without subsequent deduction or rebate on any account, not less than the prevailing minimum compensation for persons employed on similar activities; and
- (2) no part of any project or production which is financed in whole or in part under section 5 or section 7 of the National Foundation on the Arts and the Humanities Act of 1965, as amended, will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employee engaged in such project or production, including particularly, no work which is prohibited for safety or sanitary reasons by any of the contracts with labor organizations listed in 29 CFR 505.3 (a). Grantee further promises to keep the records and permit the inspections provided by 29 CFR 505.5(b). Receipt of a copy of 29 CFR Part 505 is hereby acknowledged. This promise may be enforced by the Secretary through any appropriate action at law or in equity in any court of competent jurisdiction.

U.S. Department of Labor  
ESA-38  
Rev. June 1988