



National Endowment for the Arts

PAYMENT REQUEST FORM FOR GRANTS TO INDIVIDUALS

For Awards made before October 1, 2018

For payment, fill out and email this form to grants@arts.gov. If you need assistance email the Grants & Contracts Office at the same address or call (202) 682-5403.

| | | | | | |
|---|-------|----------------|---|--|------|
| 1. Name: | | | 2. Permanent Address: | | |
| Last | First | Middle Initial | | | |
| 3. Grant #: | | | 4. Email Address: | | |
| 5. Request for Payment: | | | 6. Reminders: | | |
| a. Grant Amount | | \$ _____ | a. Funds are remitted via an Automated Clearing House Payment (ACH). Complete Box 9 below with your bank information. This data must be provided on every payment request you submit. Incorrect account numbers will prevent your bank from crediting your account. | | |
| b. Amount previously requested | | \$ _____ | b. Labor Assurances. By signing below, you are also certifying to the Assurances as to Labor Standards on page 2 of this form. | | |
| c. Amount now requested. | | \$ _____ | c. Progress report. Complete Box 7 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: | | | • For Agency Use Only: | | |
| Name of Bank: | | | Reviewed by: _____ | | |
| City/State: | | | Initials/Date | | |
| RTN #: | | | Approved by: _____ | | |
| Bank Account #: | | | Name/Date | | |
| <input type="checkbox"/> Checking <input type="checkbox"/> Savings | | | | | |
| Social Security Number: * * * - * * - | | | | | |

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

Privacy Act

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a:

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.