



Grants to Individuals
Instructions for Requesting Payments
[Grant Years FY18 and earlier]

To request your grant funds use the "Payment Request Form for Grants to Individuals" at either

- (1) A. For Awards made *between* January 1, 2018 and September 30, 2018
<https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-individuals>
- (2) LITERATURE FELLOWSHIPS AWARDS Made *Before* Sept 30, 2017 to Individuals
<https://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-individuals>

If you have any questions regarding completing the form, contact the Office of Grants Management at grants@arts.gov or call (202) 682-5403. Email the completed form to grants@arts.gov.

Before you begin, have your grant award letter available. You will need the information on the award letter to complete the payment request form. Note the following:

- Payments can only be remitted to a United States financial institution or bank. No funds can be transferred to a foreign financial institution.
- Funds are available after the start date of your award. See the grant award letter for this date.
- Generally, you can expect to receive payment within 30 days of submitting your request(s) if the payment form is completed correctly. Plan accordingly.
- Check your grant award package for any "special" reporting requirements that apply to your grant. A few grantees are required to submit certain information (e.g., signed contracts, copyright releases, etc.) before Federal funds can be released.

STEP-BY-STEP INSTRUCTIONS: The numbers listed below correspond to the numbers on the payment request form.

1. Enter your name.
2. Enter your permanent address.
3. Enter your Grant Number from your grant award letter (e.g., xxxxxxx- 52-18, 17-5211- xxx, 16-5211-7xxx, etc.).

TIP: For awards received prior to September 30, 2017, do not confuse the grant number with the application number (e.g., A11-xxxxx). Failure to include your Grant Number will delay the processing of your request.

4. Enter your email address where we can reach you if we have questions.
5. Request for Payment.
 - a. Enter your grant amount from your award letter.

- b. If this is your first request leave this line blank. Otherwise, enter the sum of all amounts *previously* requested.
 - c. Enter the current amount you are requesting. Line "b" plus "c" cannot be more than "a."
7. Progress Report. One progress report is required when you request more than two-thirds of the grant amount. Type or print it in the space provided. Please refer to the blue "Reporting Requirements" document found in your grant award package for specific instructions.
- TIP:** Not including the progress report when it is due is a common reason payment requests are delayed.
8. Date the form and include a telephone number. Remember: submitting this form indicates that you are agreeing to all the terms and conditions of the grant.