



INSTRUCTIONS FOR REQUESTING PAYMENT

For Organizations

Rev. 8/11/25

To request your award funds from the National Endowment for the Arts (NEA), you must submit a Payment Request through **REACH** at <https://reach.arts.gov/Login>.

Follow these instructions carefully. Additional guidance is available at <https://www.arts.gov/grants/manage-your-award>. If you have questions, send a message through the award record in **REACH**. If you have problems accessing **REACH**, email the Office of Grants Management at grants@arts.gov.

The submission of a payment request constitutes your agreement to comply with all the terms and conditions of the award.

Federal payments rely on up-to-date information in the System for Award Management (SAM). Before you submit a payment request, check your organization's entity's registration at www.SAM.gov.

1. Confirm that your SAM registration is current as the NEA cannot issue a payment to an organization whose entity registration status is expired.
2. Ensure you have no "Debt Subject to Offset" (delinquent federal debt). The NEA cannot issue payments to an organization that owes the federal government money. You must resolve all federal debt before submitting a payment request.
3. Verify that the bank account information in your organization's SAM record is correct as it is the account where the NEA payment will be paid
4. If your bank account information changes, before submitting a payment request, you **must**:
 - (a) Update the bank account information in SAM and
 - (b) Add a note in the Payment Request form's progress report field that you updated the banking information in your SAM registration.

If you are drawing down award funds in installments, remember that each subsequent request must reflect cumulative expenditures and all NEA funds *previously* drawn down on the award.

Consolidate payment requests so that the amount of federal funds requested at any one time is greater than \$1.00. The NEA is unable to pay out amounts less than \$1.00.

NOTE: If you hold the role of an "Additional Participant," you do not have permission to submit payments. Check REACH to ensure you have correct permissions before submitting a payment request.

HOW TO SUBMIT A PAYMENT REQUEST

Access the Payment Request form by logging into your **REACH** account and selecting the correct award number. Go to the Payments tab. Click the ADD PAYMENT REQUEST button to open the form.

The screenshot shows the 'Payments' tab selected in the top navigation bar. Below it is the 'Request Summary' section. A dropdown menu labeled 'View Payment Request Instructions' is visible. The summary includes the following information:

Funding	Period of Performance	Alerts that Prevent Payment
Award Amount: \$10,000.00	01/01/2024 - 07/31/2025	
Total Approved Requests: \$0.00		
Remaining Funds: \$10,000.00		

Below the summary, there is a section for 'SAM Registration' and a 'Progress Report' stating: 'Has not been approved. A progress report is required when the cumulative amount requested exceeds two-thirds of the award amount.'

At the bottom, the 'Add Payment Request' button is highlighted with a red rectangular box.

NOTE:

- In the form, hover the cursor over the fillable fields for helpful tips on completing each field.
- Do not hit ENTER while filling out the form; use the TAB key to move through the form fields instead.
- If there are errors in the form, when you click the SUBMIT PAYMENT REQUEST button, a list of errors will appear with explanations and how to correct the error(s). One of the most common errors is forgetting to click the box in **7: Assurances**.

EXAMPLE:

6. a. Total Program Outlays	\$	6a. The <u>actual</u> amount you have spent to date.
b. Estimated Net Cash Outlays Needed for Advance Period	\$	6b. If requesting an advance, this is the amount needed for the <u>next 30 days</u> ; this is an <u>estimate</u> .
c. Total (a plus b)	\$	6c. This field will automatically add a + b = c
d. Non-Federal share of amount on line c	\$	6d. Your organization's share of the project costs to date.
e. Federal Share of Amount on line c (c minus d)	\$	6e. The NEA award amount, or a portion of it.
f. Payment Previously Requested	\$	6f. If this is your 1 st request the amount is zero. - If it is the 2 nd , this is the amount of NEA's funds from the 1 st request. Requests are <u>cumulative</u> . - For subsequent requests, it is the sum of all NEA fund - previously requested under this award.
g. Federal Share Now Requested (e minus f)	\$	6g. Automatically subtracts e – f = NEA funds <u>now</u> requested.

LINE BY LINE INSTRUCTIONS

The payment header includes a summary of basic data about the award.

Line 1. Recipient Account or ID Number (Optional)

This field is NOT REQUIRED. Only use this field if your organization assigns its own ID number to track NEA awards in your own award management or financial systems

Line 2. Type of Payment Requested

If this is the last or only payment request, select FINAL, otherwise select PARTIAL.

Line 3. Basis of Request

This is the method your organization uses to record costs in your own accounting ledgers.

- If you recognize expenses only as you pay them, select CASH.
- If you recognize expenses before paying them, select ACCRUED EXPENDITURES.

Line 4. Period Covered by this Request Starting Date

This date should reflect the earliest date for which the costs reported were incurred. This date cannot be prior to the start date of the award. All costs must be incurred within the approved period of performance.

Line 5. Period Covered by this Request Ending Date

This date can be no more than 30 days from the date you submit this form. This date should only be in the future if requesting an advance. It can be no later than the end date of the award.

Line 6. Computation of Amount Requested**a. Total program outlays:**

Enter all allocable and allowable project costs incurred and/or paid by the date provided in the “as of” field. The “as of” date should be no later than the date of your payment request submission. All funds must be incurred during the approved period of performance to be allowable.

IMPORTANT: Report actual expenditures; do not simply reiterate amounts from your project budget. All costs claimed must be allowable, and appropriate expense documentation (e.g., contracts, receipts, invoices, payroll records, cancelled checks, etc.) must be maintained and available to the NEA upon request. Refer to the applicable version of the *General Terms and Conditions for Federal Assistance Awards* for more information.

b. Estimated net cash outlays needed for advance period:

Include funds here only if you are requesting an advance of NEA funds to cover expenses expected to be incurred within 30 days or less from the date you submit this form. This is an estimate. If you are only requesting reimbursement, enter a zero.

c. Total (a plus b):

The sum of line a plus line b will calculate automatically.

d. Non-federal share of amount on line c:

Enter the amount of your organization’s cost share included in the outlays shown on line c.

e. **Federal share of amount on line c (c minus d):**

The form will calculate the difference between line c and d. The federal (NEA) share of outlays cannot exceed the amount of your award.

f. **Payment previously requested:**

Enter the total NEA funds previously requested for this award; if none, enter zero.

g. **Federal share now requested (e minus f):**

Line 6g will automatically calculate based upon the previous fields. This is the amount you are now requesting. These funds must be disbursed immediately upon receipt.

PROGRESS REPORT

A progress report is required the first time the cumulative amount requested exceeds two thirds (2/3) of the NEA award amount. Generally, the payment progress report only needs to be submitted once during the period of performance. The progress report does not need to be long but must include a description of award-supported activities that:

- (1) Have been undertaken since the award period start date, and
- (2) Are scheduled for the remainder of the period of performance.

If you submit a payment request along with your final reports, the Final Descriptive Report may serve as your progress report. In the progress report field enter "See Final Descriptive Report."

Line 7. ASSURANCES

Checking the Assurances box indicates agreement to all the terms and conditions of the award, including authorizing official certification and labor assurances. Click on the link to read them.

SAVE AND SUBMIT THE FORM

When your payment request is complete, click the SUBMIT PAYMENT REQUEST button.

If there are errors, a box appears below the buttons listing the errors. Make all necessary corrections and click the SUBMIT PAYMENT REQUEST again.

If submitted correctly, a table similar to this one will appear on the Payments Tab.

Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date
View Edit Cancel	1		01/01/2024 - 04/30/2025	\$3,500.00	4/11/2025	☐	Submitted 4/11/2025

NOTE: If your bank account information changes, you **MUST** update the bank account information in SAM.gov before requesting payment.

You can track the status of your payment request through the Payments tab in **REACH**. You can generally expect payment within two weeks after the payment status changes to "approved."

PAYMENT STATUSES

STATUS	MEANING	EDITABLE?
Submitted	Payment request form received in REACH . It is in the queue for review.	Yes
Under Review	Office of Grants Management staff are reviewing the request.	No
Needs Revisions	Problems were identified by NEA staff and payment status changed to “needs revisions” for you to make necessary corrections. See the Decision Comment fields for notes from reviewer.	Yes
Rejected	Payment was rejected and the NEA is unable to process it. See the Decision Comment fields for notes from NEA staff for the reason(s) for the rejection.	No
Approved	Payment request approved and sent to ESC for processing and release of funds.	No

APPENDIX A – ONLINE PAYMENT REQUEST FORM

1. Recipient Account or ID Number (Optional)		
2. Type of Payment Requested	a.	Required
	b.	Required
3. Basis of Request		Cash
4. Period Covered by this Request Starting Date	MM/DD/YYYY	
5. Period Covered by this Request Ending Date	MM/DD/YYYY	
6. a. Total Program Outlays	\$	as of: MM/DD/YYYY
b. Estimated Net Cash Outlays Needed for Advance Period	\$	
c. Total (a plus b)	\$ (Calculated)	
d. Non-Federal share of amount on line c	\$	
e. Federal Share of Amount on line c (c minus d)	\$ (Calculated)	
f. Payment Previously Requested	\$	
g. Federal Share Now Requested (e minus f)	\$ (Calculated)	
Progress Report		
7. Assurances	<i>By submitting this request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</i> ☐ Approve of Assurances. By checking this box, I agree to the <u>assurances</u>.	

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: Awardees 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.