



Federal I.D. #. \_\_\_\_\_ Name of Organization \_\_\_\_\_

Mailing Address (where to send payment) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Pursuant to Act 94/86, organizations may receive advance payments. You may select one of three payment plans that would most effectively meet your needs. In choosing the most appropriate schedule, plan carefully and project all available and anticipated revenues and expenditures, and consider the length of time it takes the state to process payment.

Please read carefully the conditions of each schedule below and check the desired method of payment.

**Single Payment Plan**

One Payment is made upon official completion of the project and project final report and verification by the Contractor that funds were expended exactly as indicated under your Planned Budget – Expenses (Section E of the Revised Proposal Form).

**Two Payment Plan**

First Payment

Consisting of sixty percent (60%) of the contracted funds, as indicated in the schedule on the back page, payable after the Contract has been encumbered.

Final Payment

Consisting of forty percent (40%) of the contracted funds, as indicated in the schedule on the back page, payable only upon official completion of the project and project final report and verification of expenses by the Contractor.

**Three Payment Plan (complete the payment schedule on the back page.)**

First Payment

Consisting of sixty percent (60%) of the contracted funds, as indicated in the schedule on the back page, payable after the Contract has been encumbered.

Second Payment

Consisting of thirty percent (30%) of the contracted funds, as indicated in the schedule on the back page, payable after completion of seventy-five percent (75%) of the contracted services and **after the date indicated immediately below by the Contractor:**

2nd payment shall be payable no earlier than \_\_\_\_\_  
month day year

Final Payment

Consisting of ten percent (10%) of the contracted funds, as indicated in the schedule on the back page, payable only upon official completion of the project and project final report and verification of expenses by the Contractor. Note: a tax clearance, separate for each project, must be submitted with your final payment request.

For GLA 2-payment plan

	<b>First Payment</b> (60% for both 2 and 3-payment plan)	<b>Second Payment</b> (50% for 3-payment plan)	<b>Final Payment</b> (40% for 2-payment; 10% for 3-payment plan)	<b>Totals*</b>
<b>1. Personnel Costs (Employees)</b>				
a. Administrative _____				
_____				
_____				
b. Artistic _____				
_____				
_____				
<b>2. Outside (Non-Employee) Fees &amp; Services</b>				
a. Artistic _____				
_____				
_____				
b. Other _____				
_____				
_____				
<b>3. Other Expenses</b>				
a. Space Rental _____				
_____				
b. Travel				
Transportation _____				
_____				
Per Diem _____				
_____				
Other _____				
_____				
c. Marketing (Promotion) _____				
_____				
d. Remaining Operating Expenses				
Supplies and Materials _____				
_____				
_____				
Other Expenses _____				
_____				
_____				
<b>Total SFCA Request</b>				

\*Should be exactly equal to SFCA column of your Planned Budget-Expenses (section E Revised Proposal form.)