

## Instructions for Completing the Funding Request and Expenditure Report

### 1. To Receive Initial Advance

Complete Section II of form by filling in the amount of funding requested in the blank labeled "Amount of initial advance request".

OR

Send a memorandum that specifies how much money you are requesting.

Either action should occur immediately after signing the contract with the Department.

### 2. To Receive Second Funding

Shortly after the conclusion of the second month of the contract period, complete Section II by entering the amount of money requested.

In section III, check the blank for "First Report." Enter budget as approved in the contract, and provide expenditure information for months 1 & 2 in the column labeled "Expenditures to Date". The same information should be entered in the column labeled "Expenditures this Period."

### 3. To Receive Third Funding

Shortly after the conclusion of the fifth month of the contract period, complete Section II by entering the amount of money requested.

In Section III, check the blank for "Second Report." Enter as approved in the contract, and provide expenditure information for months 1, 2, 3, 4, & 5 in the column labeled "Expenditures to Date". In the column labeled "Expenditures this Period," enter amounts expended in months 3, 4, & 5.

### 4. To Receive Fourth Funding

Shortly after the conclusion of the eighth month of the contract period, complete Section II by entering the amount of money requested.

In Section III, check the blank for "Third Report." Enter budget as approved in the contract, and provide expenditure information for months 1 through 8 in the column labeled "Expenditures to Date". In the column labeled "Expenditures this Period," enter amounts expended in months 6, 7, & 8.

### 5. Final Report

A final report is due to the Department within 30 days of the end of the contract.

In Section II, check the blank marked "Final Report."

Complete Section III by entering budget data in "Budget" column, entering 3 expenses incurred in months 1-12 in "Expenses to Date" column, and expenses incurred in months 9-12 in "Expenditures this Period" column.

Unexpended funds will be remitted to the Department.

### 6. Other Important Information

Fill in the name of your program at the top of the page. Please provide the name and phone number of a contact person to respond to question about the information provided on the form. If a CSB or other organization is acting as your fiscal agent, please provide the name and address of the organization to which checks should be made.

If you are using a CSB or other organization as your fiscal agent, **the designated representative must sign the form** prior to forwarding it to the Department. Make a copy for your file and for your fiscal agent. Mail