

Request for Payment Addendum

Thank you for submitting your **CARES Grant paperwork** and **Request for Payment**.

With each **Request for Payment** we ask that you please indicate the following:

_____ % payment used (expenses incurred by the grantee) prior to June 30, 2020

_____ % payment used (expenses incurred by the grantee) after to July 1, 2020

I attest that our records reflect the statement above.

Signature of Authorized Official

Printed Name of Authorized Official

Date

When submitting the final Request for Payment:

To ensure compliance with Emergency Assistance (CARES) Grant funds we ask that you please provide proof that funds were used only for the following:

1. Salary support (full or partial) for one or more staff members
2. Fees for artists and/or contractual personnel
3. Facility costs, such as rent and utilities

We request that you please provide proof of expenses showing that money was used appropriately. ***Payment will be issued after the SDAC receives documentation of your expenses. ALL CARES Grant funds must be spent by December 31, 2020.***

To verify salary support (full or partial) for one or more staff members please provide any of the following:

- Employment contract showing rate of pay
- Past pay stub showing rate of pay

To verify fees for artists and/or contractual personnel support please provide any of the following:

- Employment contract showing rate of pay
- Past pay stub showing rate of pay

To verify facility cost support please provide any of the following:

- Past or pending utility bill
- Lease contract showing monthly rent

Payment will be issued after the SDAC receives documentation of your expenses.

Please note, we recommend grantees maintain records of income and expense, including documentation of all expenditures related to these grant funds, as well as a copy of your signed grant agreement for a minimum of 3 years in a suitable form to facilitate auditing.

