



PAYMENT REQUEST FORM

Date submitted: _____ Grant Year: _____ Total Grant: \$ _____

Name of Organization: _____ Name of Program/ Exhibition _____

Dates of Performances: _____

Requests (except for **FINAL PAYMENT** request) shall be for a minimum of \$2,500.00. Please hold invoices until this total is reached. If it is unclear how the invoice relates to the program, please add explanation.

COPIES OF INVOICES MUST BE SUBMITTED WITH PAYMENT REQUEST.

Category	Vendor	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total of this request: \$ _____

Authorized Signer: _____
Signature Print Name

Check to be sent to: Name of organization: _____

Attention: _____

Address: _____

Phone: _____ Fax: _____

Please send request to: Michaela Segall, Grants Manager
FUNDING ARTS NETWORK, INC.
P.O. Box 331864
Miami, Florida 33233-1864



FINAL PAYMENT REQUEST FORM

The **FINAL PAYMENT** of the **10%** that has been withheld will only be released upon submission by the **Grantee** of the **FINAL PAYMENT REQUEST FORM ("Exhibit A-2")**, the **FINAL REPORT ("Exhibit B")** and **FINAL REPORT CERTIFICATION ("Exhibit C")** required in **Section 2**.

The **FINAL PAYMENT REQUEST FORM ("Exhibit A-2")**, the **FINAL REPORT ("Exhibit B")** and the **FINAL REPORT CERTIFICATION ("Exhibit C")** are to be mailed to the **Grants Manager, Michaela Segall**, P.O Box 331864, Miami, Florida 33233-1864.

Date: _____ Grant Year: _____ Grant Total: \$ _____

Name of Organization: _____

Name of Program/Exhibition _____

COPIES OF INVOICES MUST BE SUBMITTED WITH FINAL PAYMENT REQUEST.

Category	Vendor	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total of final payment request: \$ _____

Authorized Signer: _____
Signature Print Name

Check to be sent to: Name of organization: _____
 Attention: _____

Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____ Fax: _____

Please send request to: Michaela Segall, Grants Manager
 FUNDING ARTS NETWORK, INC.
 P.O. Box 331864
 Miami, Florida 33233-1864



FUNDING ARTS NETWORK, INC.

FINAL REPORT FORMAT

The following information must be submitted to FUNDING ARTS NETWORK, INC.,

Attn.: Michaela Segall, Grants Manager, P.O. Box 331864, Miami, Florida 33233-1864.

The FINAL REPORT must arrive *within thirty (30) days of the final performance or exhibition of the project or by July 30, 2022, whichever date is earlier.* Grantee's failure to submit a Final Report in a timely fashion may result in a loss of reimbursement for 10% of the Funded Amount.

1. **Summary of project results** (one page only)

- Give date(s), time(s) and location(s) of activities or performances.
- Provide the actual attendance/audience and program participants; compare with estimates in grant application.
- List any other grants (grantor and amount) that were used for this project.
- Explain how this project met (or did not meet) your expectations.
- Summarize the results of any evaluations completed by audiences, students, teachers and/or other participants. (A representative sampling may be attached to your report.)
- Attach press reviews of the project.
- Note whether this project will be repeated, and if so, note any changes that will be made.

2. **Completed Certification Form must be returned with your Final Report (see attached form).**

3. **Attach copies of written materials (press reviews, promotional materials, programs, etc.) and photographs taken at the event.**



FINAL REPORT CERTIFICATION

I hereby certify that the information in the Final Report provided to FUNDING ARTS NETWORK, INC. pertaining to the **2021-2022** FUNDING ARTS NETWORK grant award received by our organization, including budget and grant use information, is accurate and true to the best of my knowledge.

Organization Name: _____

Program/Exhibition Name: _____

Signature: _____

Printed Name and Title: _____

GRANTOR RECOGNITION POLICY

GRANTEE SHALL ASSURE THAT ALL PERSONS WITHIN ITS ORGANIZATION AND ANY AND ALL THIRD PARTIES PERFORMING SERVICES FOR GRANTEE ADHERE TO THE POLICY DESCRIBED BELOW.

Recipients of FAN grants must accord recognition to FAN as a funding source in all media, including but not limited to those listed below, at the same level as recognition is accorded to equivalent grantor or donor organizations:

- Brochures
- Signs
- Posters
- Notices
- Programs
- Press releases
- Advertising (including buses, bus shelters and bus benches)
- E-mail
- Cultural listings
- Web page
- Media fact sheets
- Promotional materials
- Announcements pertaining to or related to the project.

Grantor name may be included on a donor wall or poster.

FAILURE TO FOLLOW THE POLICIES LISTED ABOVE MAY RESULT IN A 10% REDUCTION IN THE GRANT AWARD AND MAY BE A FACTOR IN THE CONSIDERATION BY GRANTOR OF FUTURE PROPOSALS SUBMITTED BY GRANTEE.



GRANTOR POLICY PROHIBITING PERQUISITES

GRANTEE SHALL ASSURE THAT ALL INDIVIDUALS WITHIN ITS ORGANIZATION SHALL ADHERE TO THE POLICY OF THE FUNDING ARTS NETWORK DESCRIBED BELOW OR AS IT MAY BE AMENDED.

It is the policy of FUNDING ARTS NETWORK, INC.
NOT TO ACCEPT PERQUISITES OF ANY TYPE
FROM VISUAL OR PERFORMING ARTS ORGANIZATIONS

In order to avoid any perception of a conflict of interest, FUNDING ARTS NETWORK does not permit any member to accept, on behalf of the organization or individually as a member of FUNDING ARTS NETWORK, any privileges or benefits from a grantee. FUNDING ARTS NETWORK does recognize, however, that many of its members contribute to organizations individually or on a family or corporate basis and that they may receive special donor invitations from performing or visual arts organizations to events, functions, etc. because of their donor category.

Unlike corporations or institutions that may accept and use many types of perquisites from performing and visual arts organizations, FUNDING ARTS NETWORK does not accept any type of perquisite.

Perquisites include, but are not limited to, discount, flexible or free tickets; blocks of free or reduced price tickets; use of facilities for meetings or events; pre-opening, opening or closing cocktail parties, receptions, luncheons or dinners; special performances or events for its membership; plaques or other awards; tee shirts or “giveaways;” or any type of product or item of value.

We encourage our members to attend grantee events. We assign a FUNDING ARTS NETWORK member to be a Contact for each grantee and to attend the event that FUNDING ARTS NETWORK funded. However, unless the performance is free to all of the community, members, including Grantee Contacts, are expected to purchase their own tickets at full price.



INFORMATION REGARDING THE FUNDED PROGRAM

Notify Beverly Greenberg and Terry Kaplan, CO-VPs Grants

(vpgrants@fundingartsnetwork.org) and

Michaela Segall (grantsmanager@fundingartsnetwork.org) **IN WRITING**

of the following information regarding the funded program by the dates indicated below:

- Event name or title
- Ticket prices
- Event date(s)
- Location(s)
- Dates, times, etc. of free performances, or open rehearsals
- Contact/Reservation phone number(s)

For July, Aug., Sept. 2021 programs: *DEADLINE: May 21, 2021*

For Oct., Nov., Dec. 2021 programs: *DEADLINE: August 20, 2021*

For Jan., Feb., March 2022 programs: *DEADLINE: November 19, 2021*

For April, May, June 2022 programs: *DEADLINE: February 17, 2022*

Notify Michaela Segall, Grants Manager, at grantsmanager@fundingartsnetwork.org,

Paula Finkle, President, at fan@fundingartsnetwork.org , and Beverly Greenberg and Terry

Kaplan, CO-VPs Grants, at vpgrants@fundingartsnetwork.org , **IN WRITING** of any and all

- changes to the duration, size or number of programs/exhibits,
- changes to the character or substance of the program(s)/exhibit(s) or of participant(s) in the program(s),
- changes of venue,
- deviations from the description of the program in the application (“Substantial Changes”)

as soon as said changes are known to the Grantee but no later than 30 days prior to the start of the program.

All changes to the program as described in the grant application must be approved in writing by Grantor.