

## CONTRACTOR'S REQUEST FOR REIMBURSEMENT (CRR)

Use this form for Project, Bridge and Arts Education Grants

REQUIRED GRANTEE INFORMATION <i>Enter information <u>exactly</u> as it appears on the GCA contract</i>	
<b>GCA Contract Number:</b> FY _____ - _____ <small>(found at the top of your contract)</small>	Is the following a new address? <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Organization Legal Name:</b> _____	
<b>Contact Person:</b> _____	
Mailing Address: _____	City: _____ Zip: _____
Physical Address: _____	City: _____ Zip: _____
Phone 1: _____	Phone 2: _____
email: _____	website: _____
<i>Please make sure the address above and vendor form address match. If your address or banking information has changed, please complete and submit a new Vendor Management Form with this CRR.</i>	

REQUEST CALCULATIONS	
<b>Reporting Period:</b> <i>The dates in which expenses were incurred (M/D/YYYY)</i> From: _____ To: _____	
Is this CRR the final request submitted with the Final Report: <input type="checkbox"/> yes <input type="checkbox"/> no	
<i>Follow the instructions for each line to determine the amount allowed for reimbursement.</i>	
<b>1. Funding amount awarded in contract:</b>	\$ _____
<b>2. Actual expenses incurred for contract to date:</b>	\$ _____
<small>                     • For Bridge Grants, this is the organization's total expenses for the reporting period.                      • For Project and Arts Education Grants, this is the total expenses for the funded project for the reporting period (not just grant funds spent to date).                 </small>	
<b>3. Request Amount:</b>	\$ _____
<small>                     • For FY23 Project or Arts Education Grants, the request amount may not exceed 66% of the expenses listed in line #2.                      • For Bridge Grants, the request amount in line 3 may not exceed 50% of the expenses listed in line # 2.                      • Organizations may request only up to 90% of the total contract amount prior to filing the Final Report                      • The final 10% of the total contract amount should be requested when the Final Report is submitted                 </small>	

FOR GCA ADMIN USE ONLY		
<b>Approved by Grants Specialist</b>  Signature: _____	<b>Approved by Grant Program Manager</b>  Signature: _____	<b>Approved by Executive Director</b>  Signature: _____

*This document must be signed by one of the two authorized persons who are listed in the original grant application form or the most recent Change of Information form.*

*"I certify that the above statements are true and correct to the best of my knowledge and belief."*

**REQUIRED SIGNATURE OF AUTHORIZATION:** \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Completed forms must be e-mailed to Delilah Johnson-Brown at [dbrown@gaarts.org](mailto:dbrown@gaarts.org) unless it is a request for the final payment. Final payment requests must be attached to the final report.*

**Please note: It may take up to eight weeks to receive a payment after submitting a CRR.**