



# SCHEDULE of PAYMENTS

Grant # \_\_\_\_\_  
 Project Title \_\_\_\_\_  
 Project Director \_\_\_\_\_  
 Project Sponsor \_\_\_\_\_  
 Project Sponsor FEIN# \_\_\_\_\_  
 Project Sponsor DUNS# \_\_\_\_\_  
 Project Sponsor SAM.gov expiration \_\_\_\_\_  
 Name/address to which checks should be mailed:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

## INSTRUCTIONS:

Grant recipients specify the grant payment schedule. Complete the form to the left and the appropriate chart below. Payments are disbursed within 30 days of receiving and approving reports. Thus, you will be required to submit narrative and financial reports one month before your selected payment date. Final reports cannot be submitted until the project is complete.

*Note: You will receive email notification with reporting deadlines and links to report templates after the first payment is disbursed. A copy of the Schedule of Payments will be returned with the first grant award payment.*

## MINIGRANTS

(\$1,500 and under)

The first grant award payment (90% of the award) is disbursed when the Council receives the contract materials. The final 10% of the grant award will be disbursed only after the final narrative and financial reports are received.

## MAJOR GRANTS

(over \$1,500 – includes major, media, publication, and teacher institute)

The first grant award payment (25% of the award) is disbursed when the Council receives the contract materials. The second grant award payment (65% of the award) will be disbursed only after the progress narrative and financial reports are received. The final 10% of the grant award will be disbursed only after the final narrative and financial reports are received.

Minigrant Payment Schedule	Total Award:	
	Payment Date	Payment Amount
1 <sup>st</sup> Payment (90%)	Disbursed within 30 days of receiving the contract materials	
Final Payment (Final 10%)		

Major Grant Payment Schedule	Total Award:	
	Payment Date	Payment Amount
1 <sup>st</sup> Payment (25%)	Disbursed within 30 days of receiving the contract materials	
2 <sup>nd</sup> Payment (65%)		
Final Payment (Final 10%)		

Reporting Schedule

### FOR COUNCIL USE ONLY

	Due	Received
Progress Narrative		
Progress Financials		
Final Narrative		
Final Financials		

Contract Packet Received:

Account Number: \_\_\_\_\_

Check #	Amt. Paid	Date	Total Paid	Int./Date