WEST VIRGINIA HUMANITIES COUNCIL

Schedule of Payments (and Reporting)

Grant # _____

Sponsoring Org _____
FEIN# _____
UEI# _____

Fiscal Officer _____
Phone _____
E-mail _____

Direct Deposit Form (ACH):
- ☐ On file at Humanities Council
- ☐ Attached (new or updated form)

INSTRUCTIONS

Grantees determine the reporting and payment schedule.

Complete the general information (left) and the appropriate chart below. The Council disburses payments within 30 days of receiving and approving your contract/reports. **Choose a final report due date that is after the completion of your project but no later than 90 days after the grant period stipulated in your award agreement.** The first payments are an advance. The final 10% is a reimbursement.

If you will not be able to meet the reporting deadline(s) that you select, submit a request for an extension **prior to the deadline**.

Note: You will receive an email with links to report templates after the first payment is disbursed. Narrative and financial report templates are also available on the Council's website.

MINIGRANTS

Minigrants are paid in two installments. Using the instructions above, select a final report due date and complete the chart.

	Report Due Date		Payment Amount	Payment Date
Contract packet materials	Due within 30 days of receiving the award letter.	Payment 1 - 90%		Paid within 30 days of receiving full contract packet
Final Reports		Payment 2 - 10%		Paid within 30 days of receiving and approving final reports
		Total award:		

MAJOR, MEDIA, TEACHER INSTITUTE, and PUBLICATION Grants

Grants over $2,000 are paid in three installments. Your progress reports must indicate that the first payment funds (40%) have been spent and matched. **Select a progress report due date that will meet this requirement.** Using the instructions above, select a final report due date and complete the chart.

	Report Due Date		Payment Amount	Payment Date
Contract packet materials	Due within 30 days of receiving the award letter.	Payment 1 - 40%		Paid within 30 days of receiving full contract packet
Progress Reports		Payment 2 - 50%		Paid within 30 days of receiving and approving progress reports
Final Reports		Payment 3 - 10%		Paid within 30 days of receiving and approving final reports
		Total award:		

For WVHC ACCOUNTING USE ONLY

Vendor ID:_____ Account Number: _____

	Received
Contract Packet	
Progress Reports	
Final Reports	

Check #	Amt. Paid	Date	Total Paid	Initial / Date	Initial 2/Date