



# Discretionary Grant Payment Request Form

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested\*: \$ \_\_\_\_\_

**Pick-Up Check** \_\_\_\_\_  
(2021 Hampton Street, 4<sup>th</sup> Floor, Finance)

**Mail Check** \_\_\_\_\_

\* Per Richland County Policy, up to 75% of the allocated funding will be provided upfront. The remaining 25% or the balance of the allocated will be provided once a Mid-Year report is submitted, reviewed and approved by the Grants Manager.

Budget Item	Amount Approved	Amount Previously Drawn	Amount Requested this Draw	Remaining Balance
<b>Total Amount Requested:</b>			<b>\$</b>	

**REQUIRED ATTACHMENTS (your payment will not be processed until the following documents are received)**

1. **List of Grant Expenses** - Please attach an **itemized list** of expenditures. The total should match the total amount of funds you are requesting. The list should include vendor name, amount and expense category (Entertainment, Marketing or Security).

2. **A current balance sheet**, which is defined as a financial "picture" of a company at a given date in time that lists a nonprofit's assets, liabilities, and the difference between the two, which is the nonprofit's equity, or net worth. It can also be defined as an itemized statement which lists the total assets and the total liabilities of a given business to portray its net worth at a given moment of time.

For organizations who received a FY20 Discretionary Grant, Richland County must have a completed **final report** form for your 2019-2020 projects/programs on file prior to releasing FY21 funds.

**ORGANIZATION SIGNATURE:**

Provide signature of the Authorizing Official within organization, verifying accuracy of above statements and attachments.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For questions, please call Tyler Kirk, Grants Coordinator at 803.576.5459.**