

## SAMPLE: COMPLETED APPENDIX C – REIMBURSEMENT REQUEST FORM

- Appendix C is three (3) pages and can be located in the appendices of your signed contract
- Complete all sections highlighted in yellow
- The expenses you list and attach for page 2 can total more than your grant award, **however**, the amount you request on page 1 and in the **Total amount requested** on page **CANNOT** exceed the total grant award

### Page 1

**Appendix C-1—Form of Funding Request for Reimbursement**

**FUNDING REQUEST**

**Department Name:** Grants for the Arts  
**Supplier Name:** ABC Dance Company  
**Supplier Number:** 22026  
**Supplier Remittance Address:** 12 FULTON STREET, SAN FRANCISCO, CA. 90000  
**Organization being Sponsored (if applicable):** Dance with Me, Inc.  
**Contract Number:** 10000XXXXX  
**Purchase Order Number:**  
**Invoice Number:** GFTA-AP-1123-03/12/2025  
**Invoice Date:** 03/12/2025  
**Funding Source:** Grant – Arts Programming

Pursuant to Section 5.3 of the Grant Agreement (the "Grant Agreement") dated as of **September 1, 2024**, between the undersigned ("Grantee") and the City and County of San Francisco (all capitalized terms defined in the Grant Agreement shall have the same meaning when used herein), Grantee hereby requests a disbursement of Grant Funds as follows:

Minimum amount of grant funds specified on Page 1 of this grant agreement:	\$10,000
Total of all grant funds disbursed prior to this request	\$0
Total amount requested in this request	\$10,000
Total of all grant funds remaining after this request	\$0

*Grantee certifies that:*

(a) The total amount of Grant Funds requested pursuant to this Funding Request will be used to pay Eligible Expenses, as defined in Appendix A, and as detailed on the chart below and supported by the attached documentation;

(b) After disbursement of funds requested in this Funding Request, the total Grant Funds disbursed to Grantee as of the date of this disbursement will not exceed the maximum amount set forth in Section 5.1 of the Grant Agreement;

(c) The representations and warranties made in the Grant Agreement are true and correct in all material respects as if made on today's date;

(d) No Event of Default has occurred and is continuing;

### Page 2

Budget Line Category	Payee	Description	Period incurred	Payment method (check, credit card)	Payment date	Amount
Gross salaries	ADP	Payroll register	7/1-7/15/24	Electronic	8/15/24	\$4,000
Monthly rent	Smith Property Mgt. Company	Office & theater space	7/1-7/31/24	Check# 1234	7/1/24	\$4,000
Contractors	Joe Mann, Artist	Dance performance at XYZ festival	9/1-9/3/24	Venmo	9/30/24	\$3,000
						\$11,000
[PLEASE ADD MORE ROWS IF YOUR LIST IS LONGER THAN WHAT IS PROVIDED HERE]						
Total amount requested:						\$10,000

### Page 3

**Print Name:** Jane Doe

**Title:** Finance Manager

**Signature:** *Jane Doe*

**Date:** 10/1/2024