

# Schedule of Payments



Grant # \_\_\_\_\_  
 Project Title \_\_\_\_\_  
 Project Director \_\_\_\_\_  
 Project Sponsor \_\_\_\_\_  
 Project Sponsor FEIN# \_\_\_\_\_  
 Project Sponsor DUNS Number \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Name & Address to which checks should be mailed:  
 \_\_\_\_\_  
 \_\_\_\_\_

Please fill out the appropriate schedule below:

**MINIGRANT (\$1,500 and under)**

The applicant will receive 90% in the first payment after submitting the award agreement, and the final 10% after filing a final financial report, final cost-share report, and final narrative report.

Minigrant Schedule		
Month		Amount
First Payment (90%)		
Final Payment (Final 10%)		

**MAJOR GRANT (over \$1,500 - major, publication, media, and teacher institutes)**

The applicant will receive 25% in the first payment after submitting the award agreement, certifications, and the schedule of payments, and 65% after submitting a progress narrative, financial report, cost-share report, and the final 10% after filing the final narrative, financial report, and cost-share report.

Major Grant Schedule		
	Month	Amount
First Payment (25%)		
Second Payment (65%)		
Final Payment (Final 10%)		

Reporting Schedule For Council Use Only				
			Due	Received
<b>Progress Narrative</b>				
<b>Financial Report</b>				
<b>Cost-Share Report</b>				
<b>Final Narrative</b>				
<b>Financial Report</b>				
<b>Cost-Share Report</b>				
Check#	Amt. Paid	Date	Total Paid	