

DRAWDOWN REQUEST FORM INSTRUCTIONS

To initiate a disbursement of funds, please complete and hand – deliver/mail this form to Rebecca Brown at DCA's 9 West Henry Street Office. Please provide all information as requested. Incomplete or faxed requests will not be processed.

Contractors *must submit one of these forms for each project* for which the organization is requesting a disbursement of funds.

Disbursements cannot be released until Contractors have submitted all required documentation. This may include, but is not limited to, revised budgets, confirmation of services, marketing plans or final reports with all attachments. DCA will also withhold funds if the disbursement request does not meet the established contractual obligations.

Organizations submitting a late final report will face the reduction or the forfeiture their final disbursements.

1-3 business days late:	The City will reduce the final drawdown disbursement by 25%.
4-6 business days late:	The City will reduce the final drawdown disbursement by 50%.
7-9 business days late:	The City will reduce the final drawdown disbursement by 75%.
10 or more business days late:	The City will withhold the entire final disbursement.

In addition, late submission is reported during Panel Deliberations and may affect future funding possibilities.

Contractors must have two responsible parties at the organization ***sign this form.***

Disbursement Regulations:

Core Investment Program –

Initial Disbursement – 70% no sooner than 30 business days before the project's start date.

Final Disbursement – 30% upon submission of a complete and accurate final report. Submit a complete final report no later than 30 business days (40 business days for festivals) after the project's end date.

Project Investment Program–

Initial Disbursement – 80% no sooner than 30 business days before the project's start date.

Final Disbursement – 20% upon submission of a complete and accurate final report. Submit a complete final report no later than 30 business days (40 business days for festivals) after the project's end date.

Please note that Contractor's submitting a partial disbursement *after* the project's date will be denied the reimbursement request. Organizations in this position must submit a complete and accurate final report to initiate a disbursement of the contract balance.

FOR REFERENCE:

Total Contract Amount - provide the project allocation/award amount as stated on Congrats Letter

Previous Disbursements - provide the amount previously disbursed; 1st disbursement should list as \$0

Amount Requested - provide the amount of 1st disbursement or final disbursement as stated on contract

Contract Balance - provide the remaining amount to be disbursement as stated on contract; final disbursement requested should list contract balance as \$0

DRAWDOWN REQUEST FORM

CONTRACTS FOR SERVICES

Contact: Rebecca Brown, Contract Coordinator, (rbrown02@savannahga.gov or 912.651.6760) with questions.

CONTRACTOR INFORMATION

Organization's Name: _____

FEIN: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

REQUEST AMOUNT INFORMATION

Project Name: _____

Project Start Date: _____

Project End Date: _____

Total Contract Amount (provide the project allocation amount): _____

Previous Disbursements: _____

Amount Requested: _____

Contract Balance: _____

CERTIFICATION

I certify that the information contained in the submitted documentation, including the final report with all of its attachments and support materials, if applicable, is true and correct to the best of my knowledge. I understand that the application and all submitted documentation are public record and open to public inspection.

Highest Ranking Executive Staff or Highest Ranking Corporate Official:

Print Name: _____

Signature: _____

Email Address: _____

Date: _____

Board Chair/President or Treasurer:

Print Name: _____

Signature: _____

Email Address: _____

Date: _____

For DCA Use Only:

Date of Receipt: _____

New Contract Balance: _____

Acct. No.: _____

Check Delivery: _____

Mail or Pickup

Notes: _____