

**CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE
 CREATIVE COMMUNITIES SAN DIEGO PROGRAM
 REQUEST FOR PAYMENT FORM**

Complete, Print, Sign and Mail this Form to:

Contracts Coordinator
 Commission for Arts and Culture
 1200 Third Avenue, Ste. 924
 San Diego, CA 92101-4106

Request period:

Month	Day	Year	through	Month	Day	Year
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Contract Information:

Fiscal Year		Amount of Funding	
Contract #		Minimum Required Match	

Organizational Information:

Organization	
Mailing Address	
City, State, Zip	
Person completing this form	Name
	Title
	Telephone
	Fax
	Email

Project Budget Table: Column F to be completed ONLY WITH Final Request for Payment

Column A	Column B	Column C	Column D	Column E	Column F
Expense Category	Arts and Culture Funds Allocation	Arts and Culture Payments Received to Date	Total Expenses for this Period	Expenses to be Reimbursed this Period	Total Project Expenses for the Year
Personnel (Wages and Benefits) ////////////////////////////////////					
1. Artistic (all disciplines)					
2. Entertainment					
3. Administrative					
4. Event Organizer					
5. Technical/Production					
6. Security/Cleaning Crews					
7. Other					
Personnel Subtotal					
Operating Expenses (Non-personnel) ////////////////////////////////////					
8. Rent & Facility Expenses					
9. Marketing/Publicity					
10. Materials/Supplies					
11. Fundraising					
12. Other					
Operating Subtotal					
Total					

- Total of Column B should equal Arts and Culture Funds for the year.
- Total of Column E should equal request for this period.
- Total of Column F should equal total project expenses.

