

## CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

### CREATIVE COMMUNITIES SAN DIEGO PROGRAM REQUEST FOR PAYMENT FORM - INSTRUCTIONS

Please follow these instructions carefully. Improperly completed Request for Payment Forms cannot be processed and will delay your payment. For assistance, please call Teresa Monillas, Contracts Coordinator at (619) 236-6803.

In accordance with your Agreement, you may submit a Request for Payment form at the conclusion of the quarter to receive reimbursements for expenses for which payment has already been made.

#### **Page 1 of the Form**

The **Request Period** indicates the months for which you are requesting reimbursement.

Enter the **Contract and Organizational Information** as requested. Your Contract Number can be found in your award letter. See Frequently Asked Questions section of this document for help with Minimum Cash Match.

**Project Budget Table** (Please refer to your contract's Exhibit A to complete this Table.)

- Column A (Expense Classification): These are the same budget line items as contained in your contract's Exhibit A.
- Column B (How Arts and Culture funds will be Used): Use this column to show how you plan to apply your Arts and Culture funds to each expense classification. Remember, you are not required to enter amounts in every line. It is acceptable, for example, to allocate all of your Arts and Culture funds to one or two lines. The total of this column must equal your total Arts and Culture funds. Do not provide us with your organization's entire operating budget. This column will look the same in each of your Request for Payment forms.
- Column C (Arts and Culture Payments Received to Date): Use this column to show how you have spent your Arts and Culture payments so far during the fiscal year. This column will be blank the first time you submit a Request for Payment form. Each subsequent time you submit a request, you should provide in this column the sum of all the prior reimbursements you have received for each line.
- Column D (Total Expenses this Period): Use this column to show all of your expenses (Arts and Culture funded expenses included) for the current request period.
- Column E (Expenses to be Reimbursed this Period): Use this column to show how much of each item in Column D was paid for with Arts and Culture funds. The total of this column is the amount of money you are currently requesting.
- Column F (Total Project Expenses for the Year): **To Be Completed only with the Final Request for Payment** - Use this column to show the project's actual total expenses.

## **Page 2 of the Form**

1. Use the **Expenses Detail Table** to describe the exact *purchases* for which you are requesting your reimbursements. All columns must be completed. The classification codes are listed at the top of the page and correlate with the line items in the Project Budget Table on page 1. Please provide information **only** for those checks for which you are requesting a reimbursement. We do not need or want information on every check your organization has written for the period.
2. Use the **Match Detail Table** to show the sources and amounts of matching income you received for this request period. All columns must be completed.
3. Have your organization's Authorized Signer sign and date the form before you send it in.

### **Print, sign and mail this form to:**

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

### **Tips:**

- You can save yourself some time if you copy this form to your computer. Parts of it will be the same each time you request a payment, for example the Arts and Culture Distribution for the Year in the Project Budget Table (Column B). Simply rename each Request with the quarter number before you save, for example:  
CCSD\_RFP\_FY10\_Q2.doc
- Make a copy of the completed form for your own files.

### **FREQUENTLY ASKED QUESTION:**

#### **1. Do I need to include copies of my checks with the Request for Payment Form?**

**No.** You are not required to submit copies of invoices or canceled checks as proof of incurrence and payment of expenses, but you must keep invoices and proof of payment on file until the City conducts an audit of your organization's contract files or until a period of three years has elapsed, whichever occurs first. Please read your Agreement for further information regarding your organization's financial compliance requirements.

#### **2. What about the use of credit cards?**

If you are requesting reimbursement for items paid for with a credit card you must include with your request, a copy of the credit card statement with the items highlighted that you are requesting payment for as well as copies of the itemized receipts for the purchases highlighted on the credit card statement. We are unable to reimburse these purchases without full itemization.

#### **3. We use direct deposit for our payroll, how do I show it on the form when there is no check number?**

Indicate “direct deposit” in the check number column and include a copy of the statement from your payroll company with the items you are seeking reimbursement for highlighted.

#### **4. How do I calculate the minimum match requirement?**

- Project Budgets greater than \$30,000: Minimum Match = 3 x Arts and Culture funds
- Project Budgets of \$30,000 or less: Minimum Match = 2 x Arts and Culture Funds  
50% of the match may consist of in-kind donations. For example, an organization requesting \$10,000 could do either of the following:
  1. The organization could match that \$10,000 with \$20,000 in cash, or
  2. The organization could match that \$10,000 with a minimum of \$10,000 in cash and the remainder (up to \$10,000) in in-kind contributions. See Frequently Asked Question #5 for more information on documenting in-kind contributions.

#### **5. How do I document in-kind contributions?**

The use of in-kind contributions as part of the required minimum match is available only to organizations with project expenses less than \$30,000.

All in-kind contributions that are being used as part of the required match must be listed in the Match Table on Page 2.

In addition, any in-kind contribution used as part of the required match must be documented through the submission of an invoice or statement of contribution from the vendor making the contribution. For example, if a grocery store donates 100 bottles of water to your project, then you need to obtain from the grocery store a document which identifies the donation (100 bottles of water), the value of that water which you are claiming as part of your match (\$100) and a statement that the water was donated. This document should be signed by an owner or manager and include contact information.

#### **6. May I use other city funding as part of my match?**

**No.** You may use private contributions, other government sources or earned income, but City funding cannot be used as a cash match.