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CASH REQUEST FORM

Norman Arts Council Hotel Tax Grants Program

NAME AND ADDRESS (Complete with valid name and mailing address. The address given will be used to mail funds.)

ORGANIZATION NAME _____

PROJECT # _____

PROJECT TITLE _____

CASH REQUEST

Total Grant Award Amount \$ _____

A. FIRST REQUEST (70% of grant) \$ _____

B. SECOND REQUEST (30% of grant) \$ _____

(Request Must Be Accompanied By a Final Evaluation Narrative and Budget)

- A. MODIFICATION OF PROJECT - If this is the first cash request, complete ONLY if the project has been modified significantly from that of your application. Use a separate sheet and attach to this cash request form. Has the scope or nature of the original project changed since submitting the proposal? If so, describe the project as it is now, and compare the change(s) to the original proposal.
- B. FINAL EVALUATION REPORT - If this is the second cash request or a request for all of the funds after completion of the project, this cash request must be accompanied by the Final Evaluation Report Narrative and Budget in order to receive funding.

AGREEMENT AND CERTIFICATION I/we certify that the foregoing information is true and correct, and that all expenditures were and /or shall be incurred solely for the purposes of the above-numbered grant.

Project Director

Authorizing Official

Signature _____

Signature _____

Date _____

Date _____

The authorizing official should be the same as on the application. If the authorizing official has changed, a copy of the letter delegating such authority should accompany this report.

<p>FOR OFFICE USE ONLY FIRST REQUEST PAID</p> <p>Date _____ Check # _____</p> <p>Exec Dir _____</p> <p>Officer _____</p>	<p>FOR OFFICE USE ONLY SECOND REQUEST PAID</p> <p>Date _____ Check # _____</p> <p>Exec Dir _____</p> <p>Officer _____</p>
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