

ARTS JOBS GRANT CASH REQUEST INFORMATION & INSTRUCTIONS

Contents: This form must be submitted on a monthly basis; please check your schedule for the appropriate due date. The eligible expense is for reimbursement of either salary or artist/contractor fees; please refer to your contract to confirm which applies to your organization. Cash Request forms may not be generated or submitted electronically; mail to us using the New Mexico Arts form.

Remember that the Arts Jobs Grant Cash Request form **must be typed**. You can download the form from our website grants page onto your computer, save it, type in the information, save it, print the form, sign it, and mail to us.

Instructions

1. **COMPLETING Arts Jobs Grants CASH REQUEST FORMS:** Please follow these instructions carefully. DO NOT attach or include receipts, copies of receipts, or copies of checks (keep these in your files for a minimum of three years).
2. Amount of Award is the amount of this grant award.
- 3.a Current Cash Request is the amount of New Mexico Arts funds you are currently requesting. This amount should equal the amount shown on your Monthly Report. If you are not requesting reimbursement this month, enter zero.
- 3.b Total Previous Cash Requested is the total of ALL previous cash requests.
- 3.c Contract Balance Remaining will show the amount of money remaining in your contract after the current and previous cash requests are subtracted from the total New Mexico Arts award.
4. Cash Request Number - Number each Cash Request in the order submitted (first, second, third, etc)
5. Month of Request – give the name of the month for this request.

REMEMBER: A Monthly Report must accompany each Arts Jobs Grant Cash Request. Please refer to that form and instructions for completing the form. An additional Online Monthly Report must be completed in the State of New Mexico's online Office of Recovery and Reinvestment reporting system. Refer to the schedule enclosed in this packet for the deadlines.

Each cash request must bear the original signature of the project director, preferably in blue ink. Faxes, copies, or email forms cannot be processed for payment.

It is advisable for you to keep a copy of each Cash Request you submit, with accompanying Monthly Report, in order to keep your fiscal records current.

When New Mexico Arts receives your cash request, it will be sent to the Administrative Services Division (ASD) of the Department of Cultural Affairs, then to the Department of Finance and Administration (DFA) where a check will be drawn for the amount requested. It generally takes two business weeks for a check to be processed and mailed by DFA. PLAN AHEAD. **DFA will accept only typed Arts Jobs Grants Cash Requests.**