

# Request for Disbursement

Department for Local Government • Office of State Grants

Funding Program/HB# \_\_\_\_\_

Project ID# \_\_\_\_\_

**Project Title:** \_\_\_\_\_

## Grantee Information

Legal Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Contact: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

County: \_\_\_\_\_

Official Name/Title: \_\_\_\_\_

## Request Information

Date of Request: \_\_\_\_\_

Request #: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

### A. Status

1 Original/Total Award Amount: \_\_\_\_\_

2 Funding Disbursements to Date: \_\_\_\_\_

3 Amount Being Requested: \_\_\_\_\_

4 New Account Balance: \_\_\_\_\_

**B. Summary of Payees of Amount Requested:**

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
<b>Total Amount of Funding Request</b>		_____

**C. Certification:**

Certification: \_\_\_\_\_ "Recipient" hereby makes this request to DLG ("DLG") for a disbursement of funding made by DLG to the Recipient. The Recipient hereby represents, warrants and certifies to DLG that (i) this request is made in accordance with the terms and conditions of that certain grant agreement as represented in the executed memorandum of agreement and any subsequent amendments thereto (the "Memorandum of Agreement"), (ii) the Person executing this instrument on behalf of Recipient is duly authorized to execute and deliver this request, (iii) Recipient requires the amount requested to meet its current payment obligations in connection with the Project as described in the Memorandum of Agreement, (iv) each of the representations, warranties and covenants of Recipient in the Memorandum of Agreement is true and correct on the date hereof, including but not limited to compliance with KRS 154.50-336, (v) no Event of Default under the Memorandum of Agreement has occurred and is continuing, (vi) all work performed by any contractors and subcontractors has been completed in a good and workmanlike manner and in accordance with all applicable contracts, (vii) all work performed by any contractors and subcontractors has been inspected and approved by Recipient prior to the date hereof, and (viii) no contractors or subcontractors have filed liens or have threatened to file liens of any type with respect to the Project. Please note that item (viii) is applicable to grants only. Unless otherwise defined herein, all capitalized terms shall have the meanings ascribed thereto in the Memorandum of Agreement.

Recipient has attached to this request all supporting documentation (cost estimates, invoices and/or receipts, etc.) deemed necessary by DLG, in its sole discretion, for the amount of the disbursement requested.

IN WITNESS WHEREOF, Recipient, by its duly authorized representative, has executed this Request for Disbursement as of the date written here.

\_\_\_\_\_  
**Signature** **Date**

**FOR DLG USE ONLY**

Project Reporting Status:  Compliant  Non-Compliant

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Branch Mgr: \_\_\_\_\_ Date: \_\_\_\_\_

Accounting: \_\_\_\_\_ Date: \_\_\_\_\_

*Additional Comments:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_