

**Mississippi Arts Commission  
Building Fund for the Arts – Request for First Payment  
Instructions**

*Please read before completing the report*

**Your organization may request the first payment (75% of total grant) of your BFA grant once you have done the following:**

1. Raised the required matching funds. The matching funds must be at least 40% of your total project expenses, based on your grant award as the other 60%\*. If your total project cost is greater than this minimum amount, your required match. BFA grants cannot be matched with other funds from the state of Mississippi.
2. Spend your matching funds on the project.

**Before you begin filling out this form, please gather and organize the following required paperwork:**

- Bank statements (or if a county or municipal agency, internal budget documents) that demonstrate that the required matching funds have been raised and deposited.
- Copies of the invoices from contractors and for other expenses related to your project
- Copies of cancelled checks, showing proof of payment of the invoices
- Copies of news clippings or other items of publicity that your project has received.

If you have questions about how to complete or organize your report, please contact BFA Project Manager Larry Morrissey at (601) 359-6036 or [morrissey@arts.state.ms.us](mailto:morrissey@arts.state.ms.us) before submitting your report. Incomplete reports will need to be corrected before they are submitted for payment, resulting in delays in your organization receiving your payment.

\* Your match is based upon your grant award as 60% of your project cost and the remaining 40% as your match. If your project cost is greater than this minimum amount, your match requirement remains the same. For example, if your organization received a \$50,000 BFA grant, your required match would be 33,333 (with a minimum project total of \$83,334).

# Building Fund for the Arts: Request for First Payment

1. Organization Name: \_\_\_\_\_ 2. Grant No: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_ 4. City: \_\_\_\_\_
5. Zip: \_\_\_\_\_ 6. Project Director: \_\_\_\_\_
7. Project Director's phone: \_\_\_\_\_ 8. e-mail: \_\_\_\_\_
9. Amount of your organization's BFA grant: \_\_\_\_\_
10. Your grant payment request (75% of total grant): \_\_\_\_\_
11. Amount of your required matching funds: \_\_\_\_\_  
(at least 40% of your total project budget)
12. Total Project Cost: \_\_\_\_\_
13. Have you made any significant changes in your organization's project since your original application?  Yes  No
14. If you made significant changes, did you submit a grant change form and get approval from MAC before you made the changes?  Yes  No
15. Have you informed your local legislators about your BFA grant?  Yes  No
16. How has your organization publicized your grant?

## Project Update Attachment:

In an attachment, please provide a brief (up to two pages) update on the current status of your project. Describe the work that has been completed and a timeline for the remaining major elements of your project.

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### MAC Use Only:

- Approved \_\_\_\_\_ - Director of Grants \_\_\_\_\_ Date
- Approved \_\_\_\_\_ - Deputy Director \_\_\_\_\_ Date

## Project Budget:

Complete the table below, listing the expenses and income for your project **that have been incurred (or raised so far)**. Create an itemization of these expenses and income on an attached sheet. See the sample itemization on the following page.

Following your itemization, attach copies of:

- Invoices for completed work or receipts for expenses related to the project (only expenses made after the grant contract was signed are eligible)
- Account information that demonstrate payment of the project expenses (cancelled checks or other information provided by your bank)
- Account information showing proof of the matching funds that were raised for the project

Project Expenses	Cash Match	MAC Grant	Total
1. Architect/Engineer			
2. Contractors			
3. Equipment			
4. Building Supplies (if separate from contractors)			
5. Furniture			
6. Technology			
7. Other Expenses (please specify):			
8. Total Project Expenses			

Project Income	
1. Corporate support:	
2. Foundation support:	
3. Individual contributions:	
4. Government support:	
Federal	
Regional	
County	
Municipal	
5. Grantee cash:	
6. Total Project Income	

## **\* SAMPLE BUDGET ITEMIZATION \***

*Following is a sample itemization for you to use as a guide. Do not include it with your report*

### “Save the Rex Theatre” Building Fund for the Arts Project Budget Itemization Expenses and Income for Dec. 2010 – July 2012

#### **EXPENSES:**

##### **Architect**

HMS Architects – 40 hrs of planning work @ \$150/hour \$6,000

##### **Contractors**

Barry’s Demolition - removed old façade \$5,000

Seitz General Contractors \$77,000

Constructed new façade  
Stabilized balcony  
Replaced main floor  
Added new steps for stage

Tapper Concrete  
Replace front sidewalk \$8,500

The Paint Experts  
Painted lobby and dressing rooms \$3,850

##### **Equipment**

Replacement ropes and sandbags for stage \$800

##### **Furniture**

New seating for main floor – 250 seats @ \$300/ seat \$61,500

##### **Technology**

Replacement speakers for sound system \$2,000

##### **Misc Expenses**

New shrubbery for exterior \$350

**TOTAL EXPENSES \$165,000**

#### **INCOME:**

Annual Fundraiser (2007 & 2008) \$35,000

RGN Foundation \$10,000

Mr. & Mrs. John Hennan \$10,000

Rockville County \$20,000

MAC Grant \$90,000

**TOTAL INCOME \$165,000**

## CHECKLIST

Before you submit this report, make sure that you have completed or attached the following:

- Request for First Payment Form
- Project Update
- Budget Itemization
- Copies of invoices and other documents showing proof of expenses, along with bank documents showing proof of payment
- Copies of bank documents showing proof of matching funds that have been raised for the project
- Copies of any news clippings or other items that have publicized your project
- Original signatures from the Authorizing Official and Project Director (below)

## CERTIFICATION

The Authorizing Official and Project Director hereby certify that the information contained in this report, including all attachments, is true and correct to the best of our knowledge.

**Authorizing Official Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_

Name: \_\_\_\_\_

**Project Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name: \_\_\_\_\_

*\*The Authorizing Official should be the same official who signed your grant application and grant contract. If there has been a change, please document it on a MAC Grant Change Form and submit with the report.*

Submit this form and the required attachments to:

**Mississippi Arts Commission**  
**501 North West Street, Suite 1101A**  
**Woolfolk Building**  
**Jackson, MS 39201**

