

Payments

This section presents the process for submitting requests for payment.

Payment requests can only be made during the specified time frame. You will be notified of this time frame by your grant specialist.

Prior to submitting a payment request, please make certain these requisites are up to date:

1. Progress Report for this grant
2. Organization's CAGE registration
3. Organization's proof of current insurance on file at CFSC
4. Match commitment on track
5. Actual expenses and match supported with proper documentation
Reports for other grants from CFSC (*i.e. closeouts and progress reports*)

How To Submit A Payment Request

Payment requests are accessed and submitted through your ZoomGrants account, either in your Approved Applications Tab on the home screen or in the Payments Tab. Follow the steps in the table on the following page to submit a payment request.

Payment Request Status Definitions

- Pending: The request has been submitted and is being reviewed by the grant specialist.
- Approved: The request has been approved by CFSC for payment. CFSC is awaiting receipt of funds from funding agency.
- Denied: The request was not approved and funds will not be dispersed. Contact your grant specialist for more information.
- Paid: The funds are scheduled for direct deposit into the grant account

Payments to subrecipients are dependent upon CFSC's receipt of funds from the federal awarding agency.

How to Submit a Payment Request

Requested Amount:	Enter the total dollar amount of your request. Use whole dollars only.
Payment Request Number:	Use the last 5 digits of your grant number followed by a dash and the sequential request number. <i>(Ex. Grant # 15 USFS-SFA 12345 would be 12345-1, then 12345-2, 12345-3, and so on.)</i>
Payment Request Contact Information:	Enter the name, phone, and email of the person who is fiscally responsible for the grant and able to certify this request on behalf of the organization.
Payment Instructions <i>(use only if you have a fiscal sponsor):</i>	Use this field to enter the contact information for the Fiscal Sponsor representative when applicable.
Work Plan Activities covered by this request	List the activities from your Work Plan that you will accomplish using the requested amount. Recall that your Work Plan can be found in the original application.
Amount of Grant Funds Spent to Date	Enter the total amount of expenses that have been paid for using grant funds up to the date of this payment request.
Total Match on most recently submitted Progress Report	Enter the total amount of match from your most recently submitted online Progress Report. This should be an actual amount, not an estimate. CFSC will verify that the amount entered here matches your Progress Report.
Total Match accumulated and/or estimated since last Progress Report	Enter the total amount of match accrued and counted since the last Progress Report was submitted and/or the estimated total amount of match you plan to accrue within 30 days of this payment request. Be as accurate as possible and document how you calculated this estimate.
Certification	Type your name to certify that the information provided is accurate. Must be an authorized signer for the grant as indicated in your Pre-Award Report.
Click Submit Payment Request	

Sutter Creek Fire Safe Council
2015 Test Application

California Fire Safe Council
2015 Grants Clearinghouse Program

Sutter Creek Fire Safe Council
 P.O. Box 1234
 Sutter Creek, CA 95685

Tel: 209-777-1221
 Fax: 209-777-1223
 EIN:

Project Contact
 Grant Coordinator Abby Smith
gardneress@yahoo.com
 Tel: 510-699-5252

Payment Request

Instructions [show/hide](#)

Please fill out the form below to submit a payment request. Only fill out the payment instruction if you have a Fiscal Sponsor, if so, please note the organization and contact person in the box .

Date Submitted Not submitted

Payment Request Number (your invoice number)

Requested Amount

Payment Request Contact Name

Payment Request Contact Phone

Payment Request Contact Email

Payment Instructions

Amount of grant funds spent to date.
 -no answer-

Workplan Activities covered by this request
 -no answer-

Total match reported to date (on most recently submitted progress report)
 -no answer-

Total match accumulated since last progress report
 -no answer-

Estimated Match Amount to be accrued during the next 30 days
 -no answer-

Most recent progress report and match & expense reports are complete.

Yes
 No

Is this your final payment?

Yes
 No

I certify that the information provided in this request is true, complete and accurate to the best of my knowledge. I certify that amounts are verified by original source documentation which can be provided to CFSC within 24 hours, if requested.
 -no answer-

Payment Request Status

Payment Request Status

Approved Amount

Approval Date (mm/dd/yyyy)

Approved by

Payment Request Decision Comments

Current Funding Snapshot

(for this full Application only)

Payment Request		
Initial Award Amount		\$0.00
Pending		(-) \$10,100.00
Approved		
Paid		(-) \$3,000.00
	Still Available	\$-13,100.00
	This Request	(-) \$
	New Total	\$-13,100.00