

Please fill out this form and mail or PDF and email to:  
 Hawai'i Council for the Humanities (HCH)  
 c/o Director of Grants and Special Projects  
 3599 Wai'ala'e Avenue, Room 25  
 Honolulu, Hawai'i 96816  
 Phone: (808) 732-5402, ext. 1  
 Email: shoshino@hihumanities.org



**REQUEST FOR GRANT FUNDS FORM**

<b>Grantee/Primary Sponsoring Organization:</b>	<b>Project Title:</b>
<b>Grant Number:</b>	<b>Grant Period: (mm/yyyy to mm/yyyy)</b>

**Amount of Funds Requested:** Please refer to the award agreement (*Attachment to the Grant Award* or *Memorandum of Agreement*) for the total amount of grant funds which may be requested during the project's duration (usually 90%) and the amount which shall be withheld until the submittal of all required project reports (usually 10%).

*In accordance with federal guidelines (and as specified in the grant conditions), requests for grant fund advances are limited to \$10,000 for a three-month period. If your cash needs are expected to exceed this limit, you must submit requests based upon your anticipated expenditures for a one-month or 30-day period only.*

<b>Cash Advances:</b>	\$	<i>For the period: (mm/yyyy)</i>
<b>Reimbursements:</b>	\$	<i>from:</i>
<b>Total Requested:</b>	\$	<i>to:</i>

**Check Disbursement:** Indicate below how you would like to receive the check—via mail or pick up in-person. Please allow a two-week processing time.

*For regrants, checks will be made out to the payee specified in the Attachment to the Grant Award.*

<input type="checkbox"/> <b>Mail</b> check to: (name and address)	<b>OR</b>	<input type="checkbox"/> <b>Pick up</b> check in-person: (name and phone number)
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<b>Certification:</b> I certify to the best of my knowledge and belief that this request is an accurate assessment of our project needs.	Signature: _____ Printed name and title: _____	Date: _____
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<b>Payee:</b> _____ _____ _____	<b>FOR HCH USE ONLY</b>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"><b>Amount:</b> \$</td> <td style="width: 40%; padding: 5px;"><b>Transaction #:</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>Account #:</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>Date:</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>Approved by:</b></td> </tr> </table>	<b>Amount:</b> \$	<b>Transaction #:</b>		<b>Account #:</b>		<b>Date:</b>		<b>Approved by:</b>
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