

Online Grants Management System

Pay Request Tutorial

Pay Request Tutorial

On the Applicant Dashboard, find the grant application associated with the pay request you are submitting and click on the Project link.

Organization Summary

CLee Arts Organization - Demo Account

CLee Arts Organization - Demo Account

Summary

1234 Any Street
Any, SC 99999
County

Primary Contact:
Website:
Telephone Number (###.###.####): 999-999-9999
Organization Email:

Last Updated: 07/12/2017

Public Profile Edit

Contacts **1**

PRIMARY	NAME	TITLE	EMAIL	PHONE
<input type="radio"/>	Cathy Lee		info@cleearts.org	

Inactive Contacts **0**

Application and Grant History

DATE	PROCESS	PROJECT	TYPE	STATUS	GRANTED	PAID
07/03/2017	FY17 Statewide Operating Support	FY17 Operating Support Demo Account	Installment	Follow Up Submitted	\$0.00	\$0.00
Totals:					\$0.00	\$0.00

Organization Documents **0**

Pay Request Tutorial

Find the Follow Up Form for the Pay Request and click on Edit.

Applicant:

Cathy Lee
info@cleearts.org

**Organization:**

CLeE Arts Organization - Demo Account
57-6000286
999-999-9999
1234 Any Street
Any, SC 99999 County



[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

▼ FY17 Operating Support Demo Account

Process: FY17 Statewide Operating Support

Application	Submitted	07/03/2017	View Application
Decision	Approved	07/03/2017	View Details

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Final Report - FY17 Statewide Operating Support	Cathy Lee	Overall Grant	08/15/2017	Complete	View
FY18 SWO Contract Package	Cathy Lee	Overall Grant	11/09/2017	Complete	View
FY18 SWO Pay Request	Cathy Lee	Overall Grant	02/15/2018	Assigned	Edit

Pay Request Tutorial

Enter the expense period covered by this pay request.
List all expenses for the period specified, not just enough to meet your match or equal your grant award.

▼ Question Group

Expense Period From:*
Actual Expenses for the period from:

Expense Period To:

CASH EXPENSE ITEM:

Personnel: Administrative

Personnel: Artistic

Personnel: Technical Production

Personnel: Other

Outside Fees/ Services:

Space Rental:

Travel:

Marketing:

Other Expense Item 1:
List item(s) here.

Other Expense Item 1 Amount:
Provide total amount for expenses listed in item 1 here.

Pay Request Tutorial

When you have completed the form, agree to the certification and click Submit Follow Up.

Other Expense Item 1 Amount:
Provide total amount for expenses listed in item 1 here.

\$

Other Expense Item 2:
List item(s) here.

Other Expense Item 2 Amount:
Provide total amount for expenses listed in item 2 here.

\$

Total Cash Expenses:*
Enter the total of all expenses listed above here.

\$


Certification & Submission

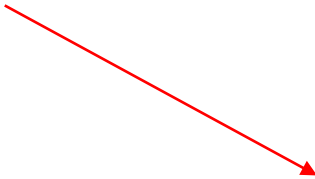
By clicking on the "I agree" button below, I certify to the Commission:

- That all figures and representations above are true and correct to the best of my knowledge.
- That I am authorized to sign for this organization and I understand that by selecting "I agree" below, I have signed off on this pay request.

Certification Signature*

I Agree





Save Follow Up

Submit Follow Up

Please note that processing a grant payment can take up to six weeks.

Pay Request Tutorial

Thanks for using the S.C. Arts Commission Online Grants Management System!

You have just completed “Pay Request Tutorial.”

If you need further assistance, contact grantsoffice@arts.sc.gov.