

**ADVANCE PAYMENT REQUEST SUPPLEMENT**

Form 2.1.1.A. (01.2024)

State of California

California Department of Food and Agriculture

Office of Grants Administration

**Grant Recipient and Advance Payment Information**

Grant Agreement Number: \_\_\_\_\_

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

Advance Payment Request Number: \_\_\_\_\_

Advance Period: \_\_\_\_\_

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

**Advanced Funds: Itemized Budget, Timeline, Work Plan**

Budget Category	Advance Funds Requested	Timeline	Work Plan

\_\_\_\_\_ Total Advance Funds Requested

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## Instructions

For each line item, include the budget category, amount of advance funds requested for the category, the timeline for spending the funds requested, and a work plan for the activities supported by the advance.

### Example:

<b>Budget Category</b>	<b>Advance Funds Requested</b>	<b>Timeline</b>	<b>Work Plan</b>
Personnel	\$6,000.00	January-March 20XX	Jane Doe will obtain samples in the field, process samples in the office, then meet with growers to discuss results.

Please note that the total of all funds requested in the Advance Payment Request Supplement must match the amount requested on the Advance Payment Request (Form 2.1.1.).

## Recipient Responsibilities

The Grant Recipient must:

1. Provide an itemized budget for the eligible costs the advance payment will fund, a spending timeline, and a work plan.
2. Submit documentation to support the need for advance payment, which may include, but is not limited to, invoices, contracts, estimates, payroll records, and financial records.
3. Be in good standing as non-profit 501(c)(3).
4. Deposit the advance payment into a federally insured account that provides the ability to track interest earned and withdrawals. Any accumulated interest is deemed to be grant funds that must be spent on allowable costs and activities in the same manner as grant funds. The Recipient's account must be in the recipient entity's name, and cannot be in the name of any of its directors or officers.
5. Establish procedures to minimize the amount of time that elapses between the receipt of the advance payment and the expenditure of those funds.
6. Provide progress on the expenditure of advanced funds no less than on a quarterly basis, including a summary of work completed and proof of expenditure.