



**ADVANCE PAYMENT REQUEST AND ACCOUNTABILITY REPORT**  
**Appendix B**

**County of Nevada**

**SECTION 1: ADVANCE PAYMENT REQUEST**

**Grant Number:**

**Grantee Name:**

**Date:**

**Advance #:**

**SELECT AND COMPLETE EITHER SECTION 1 OR SECTION 2:**

☒ **SECTION 1: ADVANCE PAYMENT REQUEST**

**Amount Requesting:**     \$ \$177,500 (May not exceed \$250,000 or 25% of grant award amount, whichever is less) **Corresponding Invoice:**     # XXX

**Please explain the reason for the advance request.** (Example: Deposit needed to start contracting work; upfront seed money needed to plant trees, etc.)

**Please detail the project activities for the advance funds to be used within the next quarter. Attach additional pages if needed.**

<b>Task #</b>	<b>Quarter/Year (Q4/YYYY)</b>	<b>Estimated Amount (\$)</b>	<b>Activity</b>
1			
2			
3			
4			
5			
6			

## Advance Payment Request

☐ **SECTION 2: ADVANCE ACCOUNTABILITY REPORT** *(Part A: Due within 90 days from receipt of advance funds; Part B: Due at end of second quarter if advance funds are not spent; Part C: Due upon complete liquidation of advance funds.)*

**Grant Number:**

**Amount Liquidated to Date: \$**

**Date:**

**Report #:**

*A. To be completed after receiving funds three months from initial payment:*

**Provide a brief description of activities completed during the initial quarter since receiving the advance funds. If you don't anticipate liquidating the advance funds within one quarter, please provide activities remaining to be completed and an anticipated completion date.** *(Example: We hired a contractor to complete Task 1 and should be done by June; due to weather issues we delayed Task 2 but should be done by October.)*

*B. At the end of second quarter if advance funds have not yet been spent:*

**If the advance funds WERE NOT completely liquidated within two quarters, please provide an explanation with revised anticipated completion date.** *(Example: Due to heavy rain, we were unable to start the masticating process for two months as identified in Task #2. We should finish by the end of May.)*

*C. Fill out once advance funds have been completely spent:*

**Please provide a summary of accomplishments achieved due to having access to the advance funds.** *(Example: The advance allowed us to put down a deposit which resulted in better tree selection and planting on time; paying our contractor ahead of time enabled us to stick to our project timeline, etc.)*