



SmART Ventures Grant Payment Invoice

Please complete and email to SmARTVentures@seattle.gov. You can also send any questions to this email address.

- Please complete and return this Invoice with a signed Final Report **within 30 days after you complete your project.**
- Your payment will arrive within 3-6 weeks.
- Before you submit your Invoice, make sure you submit your Final Report, documentation, and complete your W-9 online.

Awardee Name: _____

Phone: _____

Contact Person: _____

Contact Person Email: _____

Mail Check or Pick Up (Choose one): ☐ Mail ☐ Pick at ARTS at King Street Station, Top floor, front desk

Awardee Website: _____

Awardee Mailing Address: _____

Is this a change of address? ☐ Yes ☐ No

Are you the fiscal sponsor for this award? ☐ Yes ☐ No

A fiscal sponsor is a 501(c)(3) nonprofit that receives payment for an artist, group, or organization that does not have 501(c)(3) status. Answer Yes if you will receive this payment for another person or organization. Answer No if the award for this invoice was made in your name.

If Yes, who was the award for? _____

Project Title: _____

Briefly summarize or list the tasks or services provided for this invoice:

Project/Event Dates: _____

Project/Event Location(s): _____

Amount Requested for This Invoice: _____

I certify, under penalty of perjury, that I provided the materials, services, or labor described here. I also certify that the City of Seattle owes this unpaid claim and that I am authorized to submit and certify it.

Authorized Signature – This should be the same person who signed the W-9 that you submitted:

Date: _____

Print Name: _____

Title: _____

FOR OFFICE USE ONLY - This is a Direct Payment. No PO or previous encumbrance.

Program Name: SmART Ventures

Fund: 12400

Line #: _____

Reference # _____

Org: AR130

Account: 541130

Project: ARAC2004

Activity: AC2004

Approved for Payment: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____