



## INSTRUCTIONS FOR REQUESTING AWARD FUNDS Incremental Advances

### **Requesting Advance of Funds**

Refer to your grant agreement for specific requirements. Unless permitted under the Terms and Conditions of the particular agreement, do not submit requests for advance more frequently than monthly.

When your organization is ready to request grant funds from the NFF, email this form to [grants@nationalforests.org](mailto:grants@nationalforests.org) with the subject line **CASH REQUEST**.

1.

<b>Organization Name:</b>	
<b>Project ID:</b>	
<b>Today's Date:</b>	

2.

<b>Period of Advance:</b>	
<b>Amount Requested <i>this Invoice</i>:</b>	
<b>Total Requested <i>to Date</i>:</b> <i>(previous requests + this request)</i>	

3. Check the box for the report submitted according to instructions above.

- Update
- Final Report
- Signed Cumulative Financial Report

The NFF typically processes funding requests Monday mornings, and transfers funds via ACH no later than the following Monday. Depending on the structure of your grant, we will make up to two deposits in your account for each reimbursement request. No confirmation of receipt is required.

**Questions:** Contact (406) 830-3357 or [grants@nationalforests.org](mailto:grants@nationalforests.org)