



IDJC Assessment Center Grant Request for Advance

Project Name: _____

Recipient: _____

Project Number: _____

Advanced funds are hereby requested in the amount of \$ _____

Advance funds requested for Q1, Q2, Q3, or Q4 _____

**funds may only be requested one quarter at a time and must be consistent with grantee's approved budget and within reason.*

Justification for Request:

Remaining Advance funds from previous quarter: \$ _____

Expense Category:

Category:	Projected Amount:
Personnel (salary, wages, etc.)	
Consultant	
Travel	
Equipment (computers, furniture, etc.)	
Building (rent, construction, refurbish)	
Other	

I hereby certify that I will use the funds for the intended purpose and provide reconciliation documentation in the forms of receipts as part of my Quarterly Financial Report

Project Director's signature

Date

Financial Officer's signature

Date

To be completed by IDJC:

Approved by IDJC

Disapproved by IDJC

Project Manager's signature

Date