

**City of Boston Draw Down Request Form
for Grant Awards**

City Department Name:	
Contact Person:	
Telephone No:	
Grant Name:	
Project/Grant ID:	
CFDA No:	
Federal Grantor Department/Agency Name:	
Period of Draw Down: (MM/DD/YYYY format)	to
Amount of Draw Down:	\$0.00
Amount in words:	

Department Head/Designee Signature

Date

City Auditor/Designee Signature

Date

Instructions:

Regardless of the type of grant, or allowances by the Grantor, City policy dictates that Draw Downs and other requests for reimbursements can not be made prior to the expenditure of funds.

Note: For Grants received directly from the Federal Government, the request does not need to be done in conjunction with the periodic filing of official reports, nor does the Period of Draw Down have to equal the period of any particular report.

Example 1: A department may request a Draw Down on a monthly basis even though reports are submitted quarterly, provided that the expense has already been incurred.

Example 2: If a quarterly report is being submitted, the Drawn Down request should include that quarter's expenditures and any expenditures made to date since the quarter ended. The Draw Down request will exceed the amount of the Report, but that is acceptable.