

## How to Fill Out A Model C Disbursement Form

**With a Model C fiscally sponsored project, CultureTrust Greater Philadelphia pays out received contributed funds to you or your registered business entity (most often an LLC). You, in turn, pay your contractors, clients, vendors, etc., directly.**

To receive payment, you need to fill out our CTGP Draw & Reimbursement Form. It is a bit different than a usual expense request form or invoice, so here is a description of what you need to include when filling one out.

1. Under *Brief Expense Description*: fill out a short description of what the expense is.
2. Under *Payee*: fill out the legal name of the person or business entity you will be paying.
3. Under *Budget Line Item*: fill out **your** budget line item name so you can keep track of the money in your own records. It's optional to fill out if you don't have a name for this budget line item yet.
4. Under *Project Class*: fill out which part of your project this applies to ("Event X", "Production Y"), if applicable.
5. Under *Document Type*, fill out one of the document types that can be entered:
  - a. Invoice
  - b. Contract
  - c. Employee Agreement
  - d. Payroll Documents
  - e. Receipts
  - f. Other (describe)
6. Under *Status*, fill out 1 of 2 possible answers:
  - a. **New**, if you're submitting this form for the first time
  - b. **On File**, if you've submitted this form previously
7. Under *Document Date*: fill out the date listed on the invoice, contract, payroll document, etc.
8. Under *Amount Requested*: fill out the amount listed in the submitted invoice, contract, payroll document, etc. For contracts and employee agreements that split the amount into more than one payment, a request for partial funds is fine.

When you have filled out this form, please submit it and any supporting documents like receipts, payroll forms, or agreements, as a Contractor Invoice Expense Request (if funds are being paid out to you) or Vendor Invoice Expense Request (if funds are being paid out to your LLC) via the Portal.

CultureTrust reviews and process these requests on a weekly basis, so please submit by Monday at 8am to have a check ready for pickup or mailing on Friday.