

PAYMENT REQUEST

I, the undersigned, as legal representative of <name of the organisation> hereby request lump-sums for Grant contract nr. <contract number and date> concluded in order to carry out the bilateral initiative for artistic residency <title of the bilateral artistic residency>.

The total grant requested is <total grant requested> Euro/Lei¹, out of which grant to be received is <grant to be received> Euro/Lei, calculated as following:

Expenditures	No. of days	Subsistence value	Transport value	Total
(1)	(2)	(3)	(4)	(5)=(3)+(4)
Artist 1: ..name				
Artist 2: ..name				
Total spent				
Total grant requested (euro/lei)				
Advance payment (euro/lei)				
Difference to be received (euro/lei)				

According to the boarding pass:

Date of departure: _____

Time of departure: _____

Date of arrival: _____

Time of arrival: _____

Please find attached the following supporting documents² (in Romanian or English):

- boarding passes
- travel report (see Annex 4) approved by the director of the applicant organization

¹ Romanian applicant will fill in in Lei and Donor State applicants will fill in in Euro

² The supporting documents will be numbered and indexed.

- other documents for proving the fulfilment of the indicators (e.g. pictures, articles etc)
 - accounting records of the grant in the applicant financial accounting for Romanian entities.
-

I, the undersigned, as legal representative of <name of the organisation>, being aware that false statements made in declaration are punished by the penal law, hereby certify that the information contained in this payment request is true, complete and accurate and can be proved by official documents which can be made available to the Project Management Unit.

Name and surname of the legal representative:

Position:

Signature of the legal representative:

Stamp (if applicable)

Date and place: