

**THDA Capacity Building Grant Program  
Payment Request Checklist**

Grantee: \_\_\_\_\_

Date of Pay Request: \_\_\_\_\_

1.  Request for Payment Form – Signed by the Grantee
2.  Match Amount Met (10%, 30% or 50 % of grant request according to organization budget- see contract for required match percentage)
3.  Documentation to support matching funds
4.  Consultant invoice or receipts
5.  Milestone 1 documentation (submit with first draw request)
  - Project timeline or plan for completion of Strategic Plan/Succession Management Plan
6.  Milestone 2 documentation (submit with second draw request)
  - Draft of Strategic Plan/Succession Management Plan
7.  Milestone 3 documentation
  - Final Strategic Plan/Succession Management Plan, **and**
  - Documentation of board adoption