

# Receiving your next installment of grant funds

Congratulations! We are ready or almost ready to send your next installment of grant funds. Please provide us with some information that we need to move forward, and feel welcome to contact the grants administrator at <grantsadmin@wikimedia.org> or your program officer with any questions about your installment or this form.

Name of grant:

Grantee:

*This part of the form will be completed by the grants administrator.*

*Please review the information here carefully and let the grants administrator know if any corrections are needed.*

- 1 Conditions for payment:   
 Conditions  
 No conditions
- 2 Conditions for payment met:   
 Conditions met  
 Conditions not met
- 3 When this installment will be sent:
- 4 Total grant amount:   
*(in currency of grant)*
- 5 Amount already sent:   
*(in currency sent)*
- 6 Amount for next installment:   
*(in currency to be sent)*

*This part of the form must be completed by you. Please read each question and check "Yes" or "No."*

- 7 Has your bank information changed since you completed your bank information form?  Yes, there are changes:   
 No changes
- 8 Has access to your bank account changed since you completed your grantee information form?  Yes, there are changes:   
 No changes
- 9 Are you currently fulfilling the requirements of your grant agreement?  Yes  No
- 10 Is there anything else you need to tell us about your grant before we send your next installment?  Yes  No

Please note that in order to receive your next installment or additional payment you must meet the conditions set by your grant agreement and your program officer, which may include the submission and acceptance of an interim report if it is required; sufficient progress on your grant as defined by your program officer, or; the public approval of an additional payment if this installment was not planned. This form itself is not confirmation that your next installment is ready to be sent or that you have met these conditions.

*Please return this form to your grants administrator at <grantsadmin@wikimedia.org>.*