



**Request for Payment
Form Instructions
Community and Regional Organizations (CRO) Grants**

Form CRO3 is to be completed and submitted with each payment request. You may want to copy the unsigned form so that it can be used for each payment request.

1. Enter the organization's name, address, and phone number.
- 2a. Enter the program name.
- 2b. Enter the grant number. This number will be referenced in the grant award letter.
3. Enter the organizations fiscal year covered under the grant.
4. Enter the organization's contact person, title, phone number, and e-mail address.
- 5a. Enter the total CRO award.
- 5b. Enter the amount of the grant previously received.
- 5c. Enter the amount of the current grant request.
- 5d. Enter the remaining balance of the grant after the current request.

Please send this form to the CRO Review Committee via email at civic@portsmouthva.gov or mailed to CRO Review Committee at 801 Crawford Street, C/O City Manager's Office, 801 Crawford Street, 6th Floor, Portsmouth, VA 23704.



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Community and Regional Organizations (CRO) Grants**

1. Organization's Name, Address, Phone:	
2a. Program Name:	2b. Grant #:
3. Organization's Fiscal Year:	
Beginning Date:	Ending Date:
4. Contact Person's Name, Title, Phone, and E-mail:	
5a. Total Amount of Grant	\$
5b. Less: Amount Received to Date 5c.	-
Less: Amount of This Request:	-
5d. Balance After this Request	\$

Typed Name of Authorized Official

Signature of Authorized Official

Date Signed

Please note: All requests for payment are to be made in accordance with the Community and Regional Organizations Grant Guidelines and Procedures. For capital outlay grants, the **Equipment Purchases (CRO4)** form must accompany the **Request for Payment (CRO3)** form.