

## OLIS SRP Mini Grant Request for Payment

To fill out the form:

- Open the RFP file in Adobe Acrobat Reader. (If you don't have Adobe you will need to download it first).
- In the field "Requested Amount" enter the amount you spent on approved grant activities.
- Briefly describe how this payment was spent. This should be a brief summary of all items you purchased, similar to the budget portion of your application, and fit in the box on the form.
- Print (type) your director's name.
- If you are not the director, share the RFP form file with your director to sign with their digital signature.
- To sign with a digital signature:
  - Open the file in Adobe Acrobat Reader.
  - Go to "File" and then "Add Text or Signature" or click on the "Sign" button, choose "Place Signature" and then pick the method.
  - Save the form. (Please keep the form's name).
  - **Please note that browsers do not support PDF fillable forms and that the form will only function if opened in Adobe.**
- Once the form is complete, please send it as an attachment to [grants@olis.ri.gov](mailto:grants@olis.ri.gov).
  - If your library 3 digit code is in the first half of the alphabet (ASH-JAM), CC Danielle Margarida, [danielle.margarida@olis.ri.gov](mailto:danielle.margarida@olis.ri.gov)
  - If your library 3 digit code is in the second half of the alphabet (JOH-WWA), CC Emily Goodman, [emily.goodman@olis.ri.gov](mailto:emily.goodman@olis.ri.gov)
- The form must be submitted no later than May 31 for FY22 or August 19 for FY23. Your receipts must be uploaded to your Google folder and your expense tracker must be complete before the RFP is submitted.