



Grant Funds Distribution Information

<p>1. Grantee Name and Address:</p> <input type="text"/>	<p>2. Community or Nonprofit Number:</p> <input type="text"/>
<p>3.</p> <p>Telephone Number: <input type="text"/></p> <p>Fax Number: <input type="text"/></p> <p>E-mail Address: <input type="text"/></p>	
<p>4.</p> <p>Send Office of Community Development-administered funds to the above listed grantee via:</p> <p><input type="checkbox"/> Electronic Funds Transfer</p> <p><input type="checkbox"/> Check</p>	
<p>5.</p> <p>As executive officer for <input type="text"/></p> <p>(grantee name), I hereby request that the Office of Community Development (OCD) forward the grantee's check and a copy of the paid payment request form or, in the case of EFT, a copy of the paid payment request form for OCD-administered program funds to the following person/organization at the address listed below:</p> <p>Date <input type="text"/></p> <p>Name <input type="text"/></p> <p>Organization <input type="text"/></p> <p>Address <input type="text"/></p> <p>Signature of Authorizing Official _____</p>	



Instructions for Completing the
Grant Funds Distribution Information Form

Block Number:

- 1) Enter the name and address of recipient organization. If additional space is required, attach a separate sheet to accompany the form.
- 2) Enter the three digit community/nonprofit number that your organization has been assigned by Office of Community Development.
- 3) Enter the recipient organization's telephone number, fax number, and e-mail address (if available).
- 4) Select your preferred method of receiving your funds. If Electronic Funds Transfer is selected, please remember to submit the "Authorization Agreement for Direct Deposit of State Warrants." If by check, just mark your selection.
- 5) The bottom portion of the form provides the Office of Community Development with the address to mail a copy of the "Request for Payment and Status of Funds Report" after it has been processed and paid.
- 6) Please have both sections of this card dated and signed by the same party who signed the "Authorized Signature Card".

**Retain a copy of the completed and signed
Grant Funds Distribution Information for your files.**

Mail completed and signed original Grant Funds Distribution Information to:

Ohio Development Services Agency
Attn: Grant Operations Section
Office of Community Development
PO Box 1001
Columbus OH 43216-1001
Phone: (614) 466-2285