



2014-15 Poetry Out Loud GRANT INSTRUCTIONS AND INFORMATION

Enclosures:

Enclosed in this packet are three copies of the **Standard Agreement** and **Grant Description and Budget** (Exhibits A and B), which indicates the grant period, grant amount, and scope of work for your organization. Please note that the **Special Terms and Conditions** (Exhibit E) and the **Program and Reporting Requirements** (Exhibit E: Appendix A) are available for review on the California Arts Council (CAC) website <http://www.arts.ca.gov/programs/forms.php> are hereby incorporated by reference and made part of the Agreement.

Online Forms:

In addition, the following documents that you will need throughout the grant period are accessible from the same CAC webpage.

- **Invoice Form** and Instructions
- **Payee Data Record** and Instructions
- Sample **Governor and Legislator Thank You Letters**
- **CAC/NEA Grants Activity Survey** and Instructions
- **Final Evaluation Survey**

If you need hard copies of any of the above items, please contact Lucy Mochizuki, Contract Administrator, at (916) 322-6337.

What to do now:

Please review the **Standard Agreement**, the **Special Terms and Conditions** (Exhibit E), and **Program and Reporting Requirements** (Exhibit E: Appendix A). If you agree to the terms and conditions, do the following:

- Sign with blue ink all three copies of the **Standard Agreement** with the **Grant Description and Budget** (Exhibits A and B) attached.
- Complete one copy of the **Payee Data Record**. *Note: Not required if previously filed or for agencies that are units of government.*
- Prepare and mail **Governor and Legislator Thank You Letters**. Create one copy of each letter to send to the Arts Council.
- Prepare and sign with blue ink one copy of the **Invoice Form** indicating the 90% Advance Payment request
- Do not include staples in your return materials to the Arts Council.

DEADLINE: Mail all of the above materials by January 30, 2015 to:

Lucy Mochizuki, Contract Administrator
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

Important Note:

Failure to return the grant agreement and required materials by the above deadline may result in the cancellation of this grant agreement, the suspension of grant applications or grant agreements pending in other CAC programs, and may jeopardize the eligibility of your organization to apply for funding from the CAC in the future. In addition, if you have any outstanding grant agreements with the CAC that have not been closed out due to lack of submission of final invoices, final reports, and/or the California Arts Council/NEA Grants Activity Survey, this grant will be suspended until our office receives the documents necessary to close out the earlier grant.

After the CAC receives the completed packet from you:

Upon receipt and approval of the signed **Standard Agreements, Grant Description and Budget** (Exhibits A and B), **Payee Data Record** (if required), **Invoice Form** (90%), and **Governor and Legislator Thank You Letters**, payment for 90% of the grant award will be mailed to your attention at the address of record.

Expense Documentation:

Under the terms of this grant a list of receipts and/or actual receipts are not required with the submission of an invoice. However, grantees should retain receipts and related documentation in case you are selected for an audit.

End of grant activity period and final payment:

This Grant Activity Period ends: **March 31, 2015**

CAC/NEA Survey, Final Evaluation, and Final Invoice are due: April 30, 2015

The final 10% of the award will be held pending receipt of the **CAC/NEA Grants Activity Survey, Final Report, and Invoice Form** (10%), which are to be submitted at the completion of the activities supported by this grant and/or no later than 30 days after the end of the grant period.

If you have any questions regarding the Poetry Out Loud Program, these instructions or your Grant Standard Agreement, please contact your Project Managers for this Grant:

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