



## FY 16-17 Artists in Schools GRANT INSTRUCTIONS AND INFORMATION

### Enclosures:

Enclosed in this packet are three copies of the **Grant Standard Agreement** (Agreement), which indicates the **Artists in Schools (AIS) grant period and grant award amount** for your organization. Please observe whether the **Special Terms and Conditions** applicable to your grant is identified as either “Exhibit D” or “Exhibit E”. Peer Review Panel Comments are included with this packet for your reference.

### Online Documents and Forms:

You will need to access and refer to a number of additional materials throughout the grant period. **Special Terms and Conditions** (Exhibit D or E) and the **Program and Reporting Requirements** (Exhibit D or E: Appendix A) below are hereby incorporated by reference and made part of the Agreement.

*Accessible from the California Arts Council (CAC) website, Grant Forms page*  
<http://www.arts.ca.gov/programs/forms.php>:

- **Special Terms and Conditions** (Exhibit D or E)
- **Program and Reporting Requirements** (Exhibit D or E: Appendix A)
- **Invoice Form**
- **Invoice Instructions**
- **Payee Data Record and Instructions**
- **Sample Governor and Legislator Thank You Letters**
- **Travel Policies**

If you require hard copies of any of the above items, please contact the CAC Contract Administrator at (916) 322-6413.

*Accessible through the **CAC Culture Grants**, online grants portal*  
<http://cac.culturegrants.org>:

- **Grant Description and Budget** (Exhibits A and B)
- If applicable to your grant program, the **Final Report** including NEA Grants Activity Survey may also be available and accessed through CAC Culture Grants.

### Review:

Please review the enclosed **Agreement**, as well as **Special Terms and Conditions** (Exhibit D or E), and **Program and Reporting Requirements** (Exhibit D or E: Appendix A) available online. If you agree to the terms and conditions, do the following:



### Prepare:

- 1) Sign all **three copies** of the **Agreement** with original signatures in blue ink.
- 2) Submit online the **Grant Description and Budget** (Exhibits A and B):
  - Log in to CAC Culture Grants at <http://cac.culturegrants.org> with the user name and password used to submit your Application.
  - Select Dashboard from the main menu bar, and verify that you are on the “My Data” tab (Dashboard > My Data).
  - Scrolling down if necessary, locate the name of your awarded grant program. Select the Award form link to access the Grant Description and Budget (Exhibits A and B).
  - **Review the complete “FY15-16 CAC Grant - Exhibits A and B Instructions”** by selecting the link to the downloadable PDF in the instructional area.
  - Once you have submitted your Award form, you will be returned to the “My Data” tab. **Print three copies** by clicking the right-most printer icon (Print FormSet).
  - You will also receive a confirmation email, which will include links to the Invoice Form and Invoice Form Instructions (also available on the CAC website).
- 3) Download, review, and complete **one Invoice Form** for the 90% advance with authorized officer signature in blue ink. *Photocopies, scanned images, faxes, or email attachments of invoices are not accepted.*
- 4) Download, review, and complete **one Payee Data Record**. *(Not required for agencies that are units of government.)*
- 5) Compose and mail your **Governor and Legislator Thank You Letters**. Create **one copy of each letter** to send to the CAC.

### Assemble:

- **(3 originals) Agreements** with original signatures in blue ink
- **(3 copies) Grant Description and Budget** (Exhibits A and B)
- **(1 original) Invoice Form** with original signatures in blue ink
- **(1 original) Payee Data Record** with original signatures in blue ink (if applicable)
- **(1 copy each) Governor and Legislator Thank You Letters**

Do not include staples or double-sided copies in materials returned to CAC.

### Mail:

Return all of the above grant materials, postmarked by the deadline of **September 1st, 2016** to:

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

**Important:**

Failure to return the Agreement and required materials by the above deadline may result in the cancellation of this 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 all materials required to close out the earlier grant have been received.

**Grant Period:**

CAC funds for this grant may not be used to support activities, programs or services outside of the following Grant Period (Grant Term of Agreement):

**September 15, 2016 - June 30, 2017**

**Advance Payment:**

Upon submission and approval of the **Agreement, Grant Description and Budget** (Exhibits A and B), **Invoice Form** (90%), **Payee Data Record** (if required), and **Governor and Legislator Thank You Letters**, with original signatures where required, payment for **90%** of the grant award will be mailed to your attention at the address of record. Payment processing will generally take between 4-6 weeks after the receipt of all required documents.

**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 the event you are selected for an audit.

**End of Grant Activity Period and Final Payment:**

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

**Support:**

If you have any questions regarding your grant program, these instructions, your Grant Standard Agreement, or your organization's Peer Review Panel Comments, please contact your Program Manager for this Grant:

**AIS Program Manager: Josy Miller**  
**916-322-6385**  
**josy.miller@arts.ca.gov**