



FY16-17 ARTS AND PUBLIC MEDIA GRANT INSTRUCTIONS AND INFORMATION

Attachments:

Attached to an e-mail is your official **Award Letter**, a copy of the **Grant Standard Agreement** indicating the **Art and Public Media (APM) grant period and grant award amount** for your organization, and the *five-page* **Grant Description and Budget** (Exhibits A and B) form.

Assemble and Prepare Grant Package:

Click on the blue links in this document for access to the forms. Please make sure that you are referencing the correct grant year and program. Do not include staples or double-sided copies in materials returned to CAC.

Please review the enclosed Agreement, as well as **Grant Description and Budget (Exhibits A and B)**, and **Special Terms and Conditions (Exhibit D)**. If you agree to the terms and conditions, please assemble and mail the following grant package:

- **(3 originals) Agreement** attached to email
 - Print and sign **three copies** of the **Agreement** with original signatures in blue ink.
- **(3 copies) Grant Description and Budget** (Exhibits A and B) attached to email
 - Review, print and sign **three copies** of the **Grant Description and Budget** (Exhibits A and B).
- **(1 original) Invoice Form** with original signatures in blue ink
 - 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.* **NOTE:** Payment approval and processing will generally take 45 days after the contract is fully executed.
- **(1 original) Payee Data Record** with original signatures in blue ink
- **(1 copy each) Governor and Legislator Thank You Letters**
 - Compose and mail your **Governor and Legislator Thank You Letters**. Create **one copy of each letter** to send to the CAC.

CAC Contact:

Please mail the above items and contact the Program Manager below for this grant if you have any questions or need assistance:

Shelly Gilbride, PhD
APM Program
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6584
shelly.gilbride@arts.ca.gov