

# FY17-18 Professional Development Grant Instructions and Information



## Attachments:

Enclosed is your official Grant Award Package including the **Grant Standard Agreement**, and pre-prepared **Exhibits A & B, and related invoice**. The Standard Agreement indicates the **Professional Development (PD) grant period and grant award amount** for your organization.

## Assemble and Prepare Grant Package:

*Click on the blue links in this document for access to the forms.*

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

- **(3 originals) Standard Agreement**
  - Print and sign **all three copies** of the **Agreement** with original signatures in blue ink.
- **(3 copies) Grant Description and Budget** (Exhibits A and B)
  - Review the enclosed **Grant Description and Budget** (Exhibits A and B):
    - Once you have reviewed the pre-prepared Exhibits, make 3 copies with any necessary edits.
- **(1 original) Invoice Form** with original signatures in blue ink
  - An invoice form is attached. Return with an authorized officer signature in blue ink for the 90% advance payment. *Photocopies, scanned images, faxes, or email attachments of invoices are not accepted.*
- **(1 original) [Payee Data Record](#)** with original signatures in blue ink (if applicable)
  - Download, review, and complete **one Payee Data Record only** if you are a new grantee, to report a change of address, or a change of authorized signatory.
- **(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.

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

## CAC Contact:

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

Jaren Bonillo  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814  
(916) 322-6584  
[jaren.bonillo@arts.ca.gov](mailto:jaren.bonillo@arts.ca.gov)

## For Reference:

*The following documents are available on the California Arts Council (CAC) website, click on blue links for forms:*

- [Invoice Instructions](#)
- [Travel Policies](#)