



## FY17-18 State-Local Partnership

### GRANT INSTRUCTIONS AND INFORMATION

#### Attachments:

Enclosed is your official Grant Award Package including **Award Letter**, the **Grant Standard Agreement**, and pre-prepared **Exhibits A & B, and related invoice**. The Standard Agreement indicates the **State-Local Partnership (SLP) grant period and grant award amount** for your organization. Peer Review Panel Comments are included for your reference.

#### 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 **Special Terms and Conditions (Exhibit D)** [www.arts.ca.gov/programs/forms.php](http://www.arts.ca.gov/programs/forms.php) available from the CAC website. 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 and completed the budget tables, make 3 copies for submission.
- **(1 original) Invoice Form** with original signatures in blue ink
  - An advance invoice is enclosed. 100% of ranked award, including POL if applicable is pre-filled. (See budget table) Complete and return with an authorized officer signature in blue ink. *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 Manager 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)

**Payment Schedule:**

*The following payment schedule may also be referenced in page 3 of the CAC Grant Description and Budget – Exhibits A and B (Budget Table merged fields)*

**Advance Payment** = TOTAL EXPENSES + POL PARTNER ALLOCATION (if applicable)

**Second Payment** = \$23,625 (90% of 9 months extension)

**Final Payment** = \$2,625

**For Reference:**

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

- [Travel Policies](#)