

## INSTRUCTIONS FOR GRANT INVOICES

CAC-541 is used to request payments for California Arts Council (CAC) grants providing for 50% advance, 40% secondary, and 10% final payments. Only original invoices with authorized officer signature in blue ink are accepted.

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### PART A – GRANT INFORMATION

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Complete all lines. Your mailing address must match the address on your STD 213 Standard Agreement. If the address on your STD 213 is not your mailing address please revise it with your correct mailing address and initial the change on all three sets of the STD 213's. Invoice Number: enter your grant number (e.g. CP-15-12345). Grant Period: enter the grant agreement dates as indicated on the STD 213 in this format: "MM/DD/YY" to "MM/DD/YY". Type of Request: check the box indicating the type of request for which you are invoicing (50% ADVANCE PAYMENT, 40% SECOND PAYMENT, or 10% FINAL PAYMENT).

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### PART B – 50% ADVANCE PAYMENT, PART C – 40% SECOND PAYMENT

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Complete Part B to request an advance payment for 50% of the grant award. To calculate your advance payment amount, multiply your grant award amount by 50% and enter the dollar amount on the form. Complete Part C to request a second payment of 40% of the grant award. To qualify for the second payment, you must have completed and submitted the Interim Report online. To calculate your second payment amount, multiply your grant award amount by 40% and enter the dollar amount on the form.

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### PART D – 10% FINAL PAYMENT

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Complete Part D if you have done **ALL of the following**

1. Completed the Scope of Work as indicated in the Grant Standard Agreement.
2. Completed and submitted the Final Report (including the NEA Grants Activity Survey) online.

Final Invoices will not be processed prior to the submission of Final Reports. Complete reporting requirements are outlined in the *Grant Standard Agreement Exhibit D or E: Special Terms and Conditions*, with *Exhibit D or E; Appendix A: Program and Reporting Requirements*.

To calculate your final payment amount, multiply your grant award amount by 10% and enter the dollar amount on the form.

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### CERTIFICATION

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Provide the name and title of an authorized officer of the organization. **Original signature** for the authorized officer is required, and must be provided in *blue ink* on the signature line. Provide the printed name of the document preparer if different than the authorized officer. Please include the phone number and e-mail address of the individual we should contact, should invoice form questions arise. If phone number or e-mail address fields are incomplete, any questions will be returned in writing. This will cause delays in processing your payment.

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### MAILING

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**The advance payment invoice should be accompanied with signed copies of your Grant Agreement and all other required Grant Package forms, including Payee Data Record STD. 204 (PDR).** A revised copy of the PDR form should accompany subsequent invoices where the organizational address has changed. Return original invoices with authorized officer signature in blue ink. *Photocopies, scanned images, faxes, or email attachments of invoices are not accepted.*

**MAIL ADVANCE AND FINAL PAYMENT INVOICES TO:**

CAC Program Manager  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814

IF YOU HAVE QUESTIONS REGARDING THE COMPLETION OF YOUR INVOICE FORM, CONTACT YOUR GRANT PROGRAM MANAGER OR CALL THE CAC ACCOUNTING OFFICE AT (916) 222-6374