

2013-14 JUMP StArt Program Grant Instructions and Information

Enclosures:

Enclosed in this packet are three copies of the **Standard Agreement**, which indicates the 2013-14 grant period and the grant award amount for your organization. Please note that the **Special Terms and Conditions** (Exhibit D) and the **Program and Reporting Requirements** (Exhibit D; Appendix A) are available for review on the CAC website <http://www.cac.ca.gov/files/forms.php> and are hereby incorporated by reference and made part of the agreement.

Online Forms:

In addition, the following documents that you will need throughout the grant period are accessible from the same CAC webpage.

- **Grant Description and Budget (Exhibits A and B)**
- **Invoice Form** and Instructions
- **Payee Data Record** and Instructions
- Sample **Governor and Legislator Thank You Letters**
- **CAC/NEA Grants Activity Survey** and Instructions
- **Interim Report #1**
- **Interim Report #2**
- **Final Report Form**

If you need hard copies of any of the above items, please contact Ian Branaman, Contract Administrator, at (916) 322-6337.

What to do now:

Please review the **Standard Agreement**, the **Special Terms and Conditions** (Exhibit D), and **Program and Reporting Requirements** (Exhibit D; Appendix A). If you agree to the terms and conditions, do the following:

- Sign all three copies of the **Standard Agreement**
- Prepare the **Grant Description and Budget, Exhibits A and B** (four copies)
- Complete the **Payee Data Record** (one copy) [Not required for agencies that are units of government]
- Prepare an **Invoice Form** for the 90% advance (one copy)
- Prepare and mail **Governor and Legislator Thank You Letters**. Create a copy of each letter to send to the CAC (one copy of each).

DEADLINE: Mail all the above materials by June 16, 2014 to:

Ian Branaman, Contract Administrator
California Arts Council

1300 I Street, Suite 930
Sacramento, CA 95814-2919

NOTE:

Failure to return the grant agreement and required materials by the above deadline may result in the canceling of this grant 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 our office receives the documents necessary to close out the earlier grant.

After the CAC receives the completed packet from you:

Upon approval and receipt of the signed **Standard Agreement, Grant Description and Budget (Exhibits A and B)**, and the **Payee Data Record** (if required), **Invoice Form (90%)**, and **Governor and Legislator Thank You Letters**, payment for 90% of the grant award will be mailed to your attention at the address of record.

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 case 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 *CAC/NEA Grants Activity Survey, Invoice Form (10%)*, and *Final Report*, which are to be submitted at the completion of the activities supported by this grant and/or **no later than 30 days after the end of the grant period.**

If you have any questions regarding the JUMP StArt Program, these instructions, or your grant, please contact:

Patty Milich
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