



FY15-16 Poetry Out Loud GRANT INSTRUCTIONS AND INFORMATION

DOCUMENTS AND FORMS

Enclosures:

Enclosed in this packet are three copies of the **Grant Standard Agreement** (Agreement) and **Grant Description and Budget** (Exhibits A and B), which indicates the **2015-16 Poetry Out Loud (POL)** grant period, grant amount, scope of work, and budget for your organization. Please note that the enclosed **Special Terms and Conditions** (Exhibit D) and the **Program and Reporting Requirements** (Exhibit D: Appendix A) are also available for review on the California Arts Council (CAC) website, and are hereby incorporated and made part of the Agreement.

Online Documents and Forms:

You will need to access and refer to a number of additional materials throughout the grant period.

Accessible from the California Arts Council (CAC) website, Grant Forms page
<http://www.arts.ca.gov/programs/forms.php>

- **Special Terms and Conditions** (Exhibit D or E)
- **Program and Reporting Requirements** (Exhibit D or E: Appendix A)
- **Invoice Form**
- **Invoice Instructions**
- **Payee Data Record and Instructions**
- **Sample Governor and Legislator Thank You Letters**
- **Travel Policies**

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

Note: The **Final Report, CAC/NEA Grants Activity Survey and Instructions** will be made available to the Partner Agency and/or County Coordinator towards the end of the grant period.

WHAT TO DO NOW

Review:

Please review the enclosed Agreement, the Special Terms and Conditions (Exhibit D), and Program and Reporting Requirements (Exhibit D: Appendix A).

If you agree to all terms and conditions of the Agreement, Grant Description and Budget (Exhibits A and B), Special Terms and Conditions (Exhibit D) and the Program and Reporting Requirements (Exhibit D: Appendix A), do the following:

Prepare:

- 1) Sign all **three copies** of the **Agreement** with original signatures in blue ink.
- 2) Download, review, and complete **one Payee Data Record**. *(Not required for agencies that are units of government.)*
- 3) 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.*
- 4) Compose and mail your **Governor and Legislator Thank You Letters**. Create **one copy of each letter** to send to the CAC.

Assemble:

- **(3 originals) Agreements** with original signatures in blue ink
- **(1 original) Invoice Form** with original signatures in blue ink
- **(1 original or copy) Payee Data Record** (if applicable)
- **(1 copy each) Governor and Legislator Thank You Letters**

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

Mail:

Return all of the above grant materials, postmarked by the deadline of **January 8, 2016** to:

Contract Administrator
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

Important:

Failure to return the Agreement and required materials by the above deadline may result in the cancellation of this 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.

Advance Payment:

Upon submission and approval of the **Agreement, Grant Description and Budget** (Exhibits A and B), **Invoice Form** (90%), **Payee Data Record** (if required), and **Governor and Legislator Thank You Letters**, with original signatures where required, payment for 90% of the grant award will be mailed to your attention at the address of record. Payment processing will generally take between 4-6 weeks after the receipt of all required documents.

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

This Grant Activity Period ends: **March 31, 2016**

CAC/NEA Survey, Final Evaluation, and Final Invoice are due: April 30, 2016

Support:

If you have any questions regarding the POL Program, these instructions, your Grant Standard Agreement, or your organization's Peer Review Panel Comments, please contact your Project Managers for this Grant:

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