



## FY16-17 ARTISTS IN SCHOOLS EXTENSION GRANT INSTRUCTIONS AND INFORMATION

### Attachments:

Attached to an e-mail is your official **Award Letter** and a copy of the **Grant Standard Agreement**, which indicates the **Artists in Schools Extension 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. Do not include staples or double-sided copies in materials returned to CAC.

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) Agreement** attached to email
  - Print and sign **three copies** of the **Agreement** with original signatures in blue ink.
- **(3 copies) [Grant Description and Budget](#)** (Exhibits A and B)
  - Submit online the **Grant Description and Budget** (Exhibits A and B):
    - Log in to CAC Culture Grants at <http://cac.culturegrants.org> with the user name and password used to submit your Application.
    - Select Dashboard from the main menu bar, and verify that you are on the “My Data” tab (Dashboard > My Data).
    - Scrolling down if necessary, locate the name of your awarded grant program. Select the Award form link to access the Grant Description and Budget (Exhibits A and B).
    - Once you have submitted your Award form, you will be returned to the “My Data” tab. **Print three copies** by clicking the right-most printer icon (Print FormSet).
    - You will also receive a confirmation email, which will include links to the Invoice Form and Invoice Form Instructions (also available on the CAC website and links provided below).
- **(1 original) [Invoice Form](#)** with original signatures in blue ink
  - 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.* **NOTE:** Payment approval and processing will generally take 45 days after the contract is fully executed.



- **Please ensure that the invoice number matches the grant number as indicated on your Standard Agreement (EXT-16-XXXXX).**
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- **(1 original) [Payee Data Record](#)** with original signatures in blue ink
- **(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.

**CAC Contact:**

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

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