



FY16-17 Poetry Out Loud

GRANT INSTRUCTIONS AND INFORMATION

Attachments:

Attached to this e-mail is a copy of the **Grant Standard Agreement**, which indicates the **Poetry Out Loud (POL) grant period and grant award amount** for your organization. Also included is a copy of your Grant Description and Budget (Exhibits A and B).

Assemble and Prepare Grant Package: (*Click on the blue links in this document for access to the forms.*)

Please review the enclosed Agreement and Grant Description and Budget, as well as the **Special Terms and Conditions (Exhibit E)** 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)
 - Review Grant Description and Budget and make three copies.
- **(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.*
- **(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:

POL Program Manager: Josy Miller
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6385
Josy.Miller@arts.ca.gov