GRANT INSTRUCTIONS AND INFORMATION

Attachments:

Enclosed is your official Grant Award Package including Award Letter, the Grant Standard Agreement, and pre-prepared Exhibits A & B, and related invoice. The Standard Agreement indicates the State-Local Partnership (SLP) grant period and grant award amount for your organization. Peer Review Panel Comments are included for your reference.

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

Please review the enclosed Agreement, as well as Special Terms and Conditions (Exhibit D) 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) Standard Agreement
  - Print and sign all three copies of the Agreement with original signatures in blue ink.

- (3 copies) Grant Description and Budget (Exhibits A and B)
  - Review the enclosed Grant Description and Budget (Exhibits A and B):
    - Once you have reviewed the pre-prepared Exhibits and completed the budget tables, make 3 copies for submission.

- (1 original) Invoice Form with original signatures in blue ink
  - An advance invoice is enclosed. 100% of ranked award, including POL if applicable is pre-filled. (See budget table) Complete and return with an 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:

Jaren Bonillo
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6584
jaren.bonillo@arts.ca.gov

Payment Schedule:
The following payment schedule may also be referenced in page 3 of the CAC Grant Description and Budget – Exhibits A and B (Budget Table merged fields)

Advance Payment = TOTAL EXPENSES + POL PARTNER ALLOCATION (if applicable)
Second Payment = $23,625 (90% of 9 months extension)
Final Payment = $2,625

For Reference:
The following documents are available on the California Arts Council (CAC) website, click on blue links for forms:
  - Travel Policies