

# Grant Award Agreement

Fiscal Year 2011

July 14, 2010

«ceo\_sal» «ceo\_first\_name» «ceo\_last\_name»

«orgname»

«mail\_add1»

«mail\_add2»

«city», «state» «zip»

It is a pleasure to inform you that a grant has been awarded to «orgname» by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2010 and June 30, 2011.

**GRANT #:** «grant\_app\_number»

**Arts Learning Project**

**Maximum Award up to:**

\$«amount\_awarded»

**Artist Honorarium:** \$«honorarium»\*

**Artist Travel/Per Diem:** \$«travel»

**Supplies:** \$«supplies»

## How to Collect Your Grant Award

### **STEP 1: Return Grant Award Agreement and State Substitute W-9**

**Deadline: Monday, October 25, 2010**

Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. *Faxes, scans or emails will NOT be accepted. (This step alone does not trigger grant payment. Go to step 2.)*

### **STEP 2: Submit Contracts and Receipts/Invoices**

**Deadline: Monday, May 23, 2011**

**Artist/Company/Consultant Fees and Contracts** (*Sample contract available in Grant Notification Packet*): The Arts Commission does not require a particular contract format, however contracts must include artist/company/consultant name, date(s) of service, description of service(s) and total artist/company/consultant fees or expenses, including honorariums and travel/per diem. Contracts must be signed by both parties: artist/speaker/consultant and a representative of your organization.

**Travel/Per Diem** (*if requested and awarded in original grant application*): Travel/per diem must be detailed in the artist/company/consultant contract(s). The Arts Commission calculates travel/per diem as an all inclusive honorarium (mileage/lodging/meal) of \$60 per day for travel of 70+ miles round trip.

**Receipts/Invoices for Supply Honorarium** (*if requested and awarded in original grant application*): Copies of receipts/invoices should itemize actual supplies and costs.

**Notes:** You must provide all copies of contracts/receipts/invoices at one time, as the Arts Commission will only make one grant award payment. Matching Grant funds awarded were based on the eligible expenses stated in your application; therefore, any changes in artist/speaker/consultant fees or expenses may impact the actual grant award payment.

### **STEP 3: Receive Grant Award Payment**

Grant award payment processing takes 4-6 weeks from receipt of all required documentation. Determination of exact grant amount will be made after receipt of **all required financial documentation** listed in Steps 1 & 2 above. Grant award amounts may be reduced based on actual budget documents. Inconsistencies and incomplete grant award paperwork or tax information will delay grant payment.

**Final Report:** If you received a grant in 2009-2010, your grant award payment will not be released for your 2010-2011 grant until your Final Report for the 2009-2010 grant has been submitted.

**Maximum award** is based on appropriate financial documentation. *The Arts Commission receives its funding from the National Endowment for the Arts and the State of Arizona. \* "Artist Honorarium" amount must be matched by grantee organization based on Funding Eligibility Scale in the Arts Learning Guide to Grants: [www.azarts.gov/guide](http://www.azarts.gov/guide). This grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces the Arts Commission's state funding or if overall funding is reduced for any other reason, this grant may be reduced, canceled, and/or may be paid out in installments. In the last two fiscal years, grants have been adjusted mid-year due to State Legislative reductions to the arts budget.*

**Materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award.**

**Grant Processing Contacts:** Project Director: «p\_firstname» «p\_lastname», «p\_phone», «p\_email»

**Signature Required on Reverse Side of this Document →**

# Grant Award Agreement

Fiscal Year 2011

By signing this Grant Award Agreement below, «orgname» agrees to:

- Return Signed Grant Award Agreement and State Substitute W-9 by **Monday, October 25, 2010**.  
**Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_
- Submit Contracts and Receipts/Invoices by **Monday, May 23, 2011**.
- In the month prior to grant-related deadlines, grantees can expect to receive 1 phone call, 1 email and 1 hard copy letter as reminders. Grantees are responsible for ensuring that accurate and current contact information is listed in EGOR.**
- Comply with all terms and conditions outlined in the Grant Award Agreement and General Grant Conditions (attached).
- Credit (with logos and credit lines) the funders of the awarded grant in all printed materials and publicity. Use the following tagline: *Supported in part by the Arizona Commission on the Arts with funding from the State of Arizona and the National Endowment for the Arts*. Logos are available for download: <http://www.azarts.gov/grants/resources/>.
- Submit 2010-2011 Final Report 30 days after project end date but NO LATER than **Monday, August 1, 2011**. To complete your Final Report, go directly to the EGOR website: <http://www.culturegrants-az.org>. Failure to submit a Final Report by the posted deadline will render your organization ineligible for future Arts Commission grants.
- Update your contact information directly in EGOR. Notify Arizona Commission on the Arts staff of any changes to your contact information. Timely grant payment depends on complete and current profile in EGOR.
- Build public value for the arts in Arizona by communicating with Arizona State Legislators. Thank them for their continued support of public arts funding and invite them to observe, participate in and attend your organization's project and activities. Sample thank you letters and invitations can be found in Building Public Value for the Arts in Arizona (pages 7-9) <http://www.azarts.gov/arts-advocacy/>. To locate your district or the names and addresses of your Legislators, visit: [www.azleg.gov](http://www.azleg.gov) or [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org).
- Communicate with Arizona Commission on the Arts Board Members. Invite them to observe, participate in and attend your organization's project and activities. A list of Arts Commission Board Members is available online at [www.azarts.gov](http://www.azarts.gov). For contact information, please call 602-771-6501 or email [info@azarts.gov](mailto:info@azarts.gov).
- If you need to request changes to your grant, or keep us informed on your organization's programs, budget or administration please contact «user\_firstname» «user\_lastname», «user\_phone», «user\_email»
- ANY CHANGE IN PROJECT FORMAT, SCOPE, EXPENDITURES OR PERSONNEL MUST BE REQUESTED IN WRITING, AND BE APPROVED BY THE ARTS COMMISSION PRIOR TO THE EXPENDITURE OF GRANT AWARD FUNDS.**  
Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

**Please sign to indicate that you have read, understood, and agree to comply with the Grant Award Agreement and General Grant Conditions.**

Authorizing Official Printed Name & Title

Authorizing Official Signature

Date

Arts Commission Use Only

FY10 Final Report \_\_\_\_\_ ADA \_\_\_\_\_ W9 \_\_\_\_\_ Financials \_\_\_\_\_

Project Director: «p\_firstname» «p\_lastname», «p\_phone», «p\_email»  
Username: «username» Password: «passwd» Title: «project\_title»