

Arts Learning Grant Notification Packet

Paperwork Checklist

1. Review the Grant Notification Packet documents:

- read and review the **Grant Award Agreement**
- read and review the **General Grant Conditions** (*this does not need to be signed/returned, but must be read carefully*)

2. Mail the following to the ACA Offices no later than **OCTOBER 24, 2011**:

- original, signed **Grant Award Agreement**
- original, signed **Arizona State Substitute W-9**

3. Fax or mail the following up to 45 days prior to the project start date:

- copy of **Sponsor and Artist/Company Contract** signed by both parties
- copy of **Receipts/Invoices** (if applicable)

My project start date: _____ Date to submit paperwork: _____

4. Complete the online Final Report no more than 30 days after the project end date:

- Organization/School Final Report** (complete online through EGOR)

My project end date: _____ Date to submit Final Report: _____

Important information:

- Your grant payment cannot be released until all documents listed under steps 2 and 3 have been submitted.
- All forms are to be filled out by the organization/school, **NOT THE ARTIST**.
- Your organization/school will not be eligible to receive funding for your 2011-2012 grant until you complete your 2010-2011 Final Report (if applicable). Failure to complete your 2010-2011 Final Report by **August 6, 2012** will render your organization/school ineligible for 2012-2013 grant funding.
- The Arts Commission Grant including travel/per diem and supply funds (if applicable) will be sent directly to the party indicated on the Arizona State Substitute W-9 (filled out by the organization/school **NOT THE ARTIST**). The organization/school is responsible for paying the artist.