

**Arizona Commission on the Arts  
Fiscal Year 2016 Grant Notification Packet**

**How to Manage Your Grant Award**

**STEP 1: Complete and Return Required Documents**

**DEADLINE: Monday, October 19, 2015**

Complete, sign, date and mail the white copy of the Grant Award Agreement, along with the completed 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/Receipts**

**DEADLINE: Monday, May 16, 2016**

**Artist/Company/Consultant Contracts** (sample contract available in the enclosed packet, "Resources for Arts Learning Grant Recipients"): 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 matching funds and travel/per diem if applicable. Contracts must be signed by both the artist/company/consultant and a representative of the organization/school.

**Artist Travel/Per Diem** (if requested and awarded): Artist 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.

**Supply Honorarium** (if requested and awarded): Supply costs should be detailed in the artist/company/consultant contract(s) *or* be provided in the form of copies of receipts/invoices.

**Participant Travel** (if requested and awarded): Costs for participant travel should be detailed in the artist/company/consultant contract(s) *or* be provided in the form of copies of receipts/invoices.

**Copies of Contracts/Invoices/Receipts can be submitted by email, fax or mail to the Grant Processing Contact found at the bottom of this page.**

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

**STEP 3: Receive Grant Award Payment**

Grant award payment processing takes 6-8 weeks from receipt of all required documentation in Steps 1 and 2.

**If you received a grant in Fiscal Year 2015, your Fiscal Year 2016 grant award payment will not be released until your Fiscal Year 2015 Final Report has been submitted.**

**STEP 4: Submit Final Report**

**DEADLINE: Monday, September 12, 2016**

Complete a Final Report in GO!EGOR at <http://arizona.culturegrants.org>. While Final Reports must be submitted no later than Monday, September 12, 2016, the Arts Commission recommends that Final Reports be submitted within 30 days of the completion of the funded activities.

**Failure to submit a Final Report by the posted deadline will render your organization ineligible to apply for future Arts Commission grants.**

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**Staff Contact List**

**For questions related to grants processing and administration for all grant programs (payments, final reports, GO!EGOR) contact:**

Ginny Berryhill  
Grants and Information Technology Manager  
(602) 771-6528 or [gberryhill@azarts.gov](mailto:gberryhill@azarts.gov)

OR

Ben Watters  
Grants and Operations Coordinator  
(602) 771-6532 or [bwatters@azarts.gov](mailto:bwatters@azarts.gov)

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**For other questions related to your grant award, project or program, contact the program director in your grant area:**

*Arts Learning Grants*

Alex Nelson  
Director of Arts Learning  
(602) 771-6521 or [anelson@azarts.gov](mailto:anelson@azarts.gov)

*Community Investment Grants (Levels I – VI)  
Festival Grants*

Kristen N. Pierce  
Organizational Services Coordinator  
(602) 771-6517 or [kpierce@azarts.gov](mailto:kpierce@azarts.gov)

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**For questions related to the Arizona Cultural Data Project, contact:**

*Cultural Data Project Help Desk*

[help@culturaldata.org](mailto:help@culturaldata.org)  
Toll free: (877) 707-DATA (877) 707-3282  
9:00am – 8:00pm EST

*Arizona Cultural Data Project*

Ben Watters  
Grants and Operations Coordinator  
(602) 771-6532 or [bwatters@azarts.gov](mailto:bwatters@azarts.gov)