

**Arizona Commission on the Arts**  
**Fiscal Year 2017 Community Investment Grant Notification Packet**

**How to Manage Your Grant Award**

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

**DEADLINE: Monday, October 17, 2016**

**Community Investment Grant Award Agreement**

This document outlines the terms and conditions your organization agrees to fulfill to claim your grant award. Review the accompanying document titled “General Grant Conditions” before signing the Grant Award Agreement. Return the white copy, signed by your organization’s Authorizing Official, to the Arizona Commission on the Arts. Keep the color-paper copy for your records.

**State of Arizona Substitute W-9 Form** (2 pages, including instructions)

The Arts Commission cannot process your grant payment unless it has a current State of Arizona Substitute W-9 Form on file. If you are using a Fiscal Sponsor, the Fiscal Sponsor must complete the W-9. Return the completed form to the Arts Commission along with the Grant Award Agreement.

Faxes, scans or emails of these documents will not be accepted.

**STEP 2: Verify Organization’s FEIN in the GO System**

**DEADLINE: Monday, October 17, 2016**

Beginning with the current fiscal year 2017, the Arizona Commission on the Arts will verify the charitable status of grantee organizations by checking their Federal Employer Identification Number (FEIN) against GuideStar’s nonprofit database.

All organizations are required to enter or confirm their FEIN when applying for Arts Commission grants through GO, the online grants management platform. Grantees are solely responsible for ensuring that the FEIN attached to their organization’s account in GO is correct and current. For grantees who applied through a fiscal sponsor, the fiscal sponsor’s charitable status will be verified. Again, the grantee is solely responsible for ensuring that the FEIN associated with the fiscal sponsor in GO is correct and current.

Grantees with an incorrect or ineligible FEIN in GO will cause delays in the processing and disbursement of their grant and may forfeit their award.

In order to check your FEIN in GO, login to your account and click on your name in the upper right hand corner. Select the “My Organization” tab and the FEIN will be the second field on the page. If you need to update your FEIN, please contact the grant program manager. Updating your FEIN before mailing back your Award Agreement will ensure timely processing of your award.

**STEP 3: Review and Retain Documents for your Files**

**General Grant Conditions**

Review this document carefully prior to signing the Grant Award Agreement. By signing and returning the Grant Award Agreement, you certify that you have read, understood and agree to comply with all published requirements.

**Grant Credit and Publicity**

Grantees are required to credit (with logos and credit lines) the funders of awarded grants in all printed materials and publicity, whether for a specific project or the grantee’s overall operations. Follow the instructions outlined in this document to ensure you are in compliance with this requirement.

**Arizona Commission on the Arts Funding At-a-Glance**

**Certificate of Support**

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**STEP 4: Receive Grant Award Payment**

Community Investment Grants will be paid on a schedule according to level. See the Grant Award Agreement for your scheduled grant payment window. As the Arts Commission receives its operating funds in monthly installments, grantee payments will not be delivered outside of the predetermined FY2017 payment schedule under any circumstances. Please plan accordingly.

If you received a grant in FY2016, your FY2017 grant award payment will not be released until your FY2016 Final Report has been submitted.

Your check will arrive by postal mail to the address listed on your State Substitute W-9 Form. If you have address or organizational name changes during the grant period, notify the grant program manager immediately and submit a revised Substitute W-9.

**STEP 5: Submit Final Report for Fiscal Year 2017 Grant**

**DEADLINE: Monday, September 11, 2017**

Complete a Final Report in the GO system at <http://arizona.culturegrants.org>. While Final Reports must be submitted no later than Monday, September 11, 2017, the Arts Commission recommends that Final Reports be submitted within 30 days of the completion of the funded activities (for Festival and Arts Learning Grants) or the organization's Fiscal Year (for Community Investment Grants).

Failure to submit a FY2016 Final Report by the posted deadline will render your organization ineligible to apply for future Arts Commission grants.

*All grant-related 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 neglect to submit required materials by the published deadlines will forfeit their current grant award and/or be ineligible for future funding.*

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**For any questions related to the Community Investment Grant, contact the program manager:**

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

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**For questions related to the Cultural Data Profile, contact:**

*DataArts CDP Help Desk*

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