Arizona Commission on the Arts
Fiscal Year 2017 Festival Grant Notification Packet

How to Manage Your Grant Award

STEP 1: ACCEPT GRANT AWARD

Complete and Return Required Documents **DEADLINE: Monday, October 17, 2016**

Festival 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 Festival 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. Complete, sign, date and mail the white copy of the Festival Grant Award Agreement, along with the completed State Substitute W-9 Form.

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

STEP 2: VERIFY FEIN

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: SUBMIT FINANCIAL DOCUMENTATION DEADLINE: Monday, May 15, 2017

The Arts Commission must receive financial documentation in order to disburse your award. Submit copies of signed contracts with name of artist/speaker/consultant, date(s) of service, description of service(s) and total artist/company/consultant fees or expenses, including honorariums and travel/per diem. Submit copies of contracts and receipts for eligible artistic, production and marketing expenses as outlined in your grant application budget. Contracts must be signed by both parties, including artist/speaker/consultant and a representative of your organization. Financial documentation should be submitted by mail or email to the grant program manager (listed below).

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Grantees must provide copies of *all* contracts and receipts 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 4: REVIEW AND RETAIN OTHER DOCUMENTS

General Grant Conditions
Review this document carefully prior to signing the Festival Grant Award Agreement. By signing and returning the Festival 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

STEP 5: RECEIVE GRANT AWARD PAYMENT

Grant award payment processing takes 6-8 weeks from receipt of all required documentation. Inconsistencies and incomplete grant award paperwork or tax information will delay grant payment.

If you received a grant in Fiscal Year 2016, your Fiscal Year 2017 grant award payment will not be released until your Fiscal Year 2016 Final Report has been submitted.

STEP 6: 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 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 grant award and/or be ineligible for future funding.

For any questions related to the Festival Grant, contact the program manager:

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