

**Arizona Commission on the Arts
Life Cycle of a Grant**

A Simple Overview

10/26/09

The Arts Commission's fiscal year is July 1 – June 30. All projects must that occur within that timeframe. Exceptions are listed below.

This overview starts at the beginning of our actual grants process, January, for ease of reading.

December

Guide to Grants: Organizations and Schools is available on our website at www.azarts.gov.

January

Arts Commission staff conduct statewide grants preparation workshops.

January – March

Arts Commission staff provide technical assistance and review draft proposals.

February

Letter of intent deadline for new GOS applicants, GOS changing levels and ALTE. Please review the Guide to Grants to see if the letter of intent is *optional or required*.

March

Online Application Deadline for grant applications. NO EXCEPTIONS. Please visit our website for the deadline date.

March – May

Grant applications are reviewed for completeness, accuracy and are prepared for grant review panels. Arts Commission staff or panelists may call you to verify details in your application or to schedule a site visit.

May

Grant Panel Meetings are open to the public. Visit our website at www.azarts.gov for details on panel meeting dates and times.

May – June

Arts Commission budget & panel recommendations are reviewed and approved by Commissioners.

Grantees should be sending in their final reports for grants from the previous year. If you do not submit your final report, your current grant cannot be paid.

Unpaid grant notifications go out. If you do not claim your grant, it may be cancelled.

July

Grant notification packets are mailed to grantees. Any appeals must be submitted by August 30

July - November

You will need to return your grant award materials in order to claim your grant. If you do not claim your grant, it may be cancelled.

Final report reminders are sent out. If you do not submit your final report by November 15, you will be ineligible for funding in the next fiscal year.

Exceptions:

Please contact Arts Commission staff if you need to make a change in the scope of your grant. There is an approval process.

Please contact staff if you need to request an extension (to continue the project beyond June 30). There is an approval process.