



## FY16-17 LOCAL IMPACT GRANT INSTRUCTIONS AND INFORMATION

### Attachments:

Attached to an e-mail is your official **Award Letter** and a copy of the **Grant Standard Agreement**, which indicates the **Local Impact (LI) grant period and grant award amount** for your organization.

### Assemble and Prepare Grant Package:

Click on the blue links in this document for access to the forms. Please make sure that you are referencing the correct grant year and program. Do not include staples or double-sided copies in materials returned to CAC.

Please review the enclosed Agreement, as well as **Special Terms and Conditions (Exhibit D)** [www.arts.ca.gov/programs/forms.php](http://www.arts.ca.gov/programs/forms.php) available from the CAC website. If you agree to the terms and conditions, please assemble and mail the following grant package:

- **(3 originals) Agreement** attached to email
  - Print and sign **three copies** of the **Agreement** with original signatures in blue ink.
- **(3 copies) [Grant Description and Budget](#)** (Exhibits A and B)
  - Submit online the **Grant Description and Budget** (Exhibits A and B):
    - Log in to CAC Culture Grants at <http://cac.culturegrants.org> with the user name and password used to submit your Application.
    - Select Dashboard from the main menu bar, and verify that you are on the “My Data” tab (Dashboard > My Data).
    - Scrolling down if necessary, locate the name of your awarded grant program. Select the Award form link to access the Grant Description and Budget (Exhibits A and B).
    - Once you have submitted your Award form, you will be returned to the “My Data” tab. **Print three copies** by clicking the right-most printer icon (Print FormSet).
    - You will also receive a confirmation email, which will include links to the Invoice Form and Invoice Form Instructions (also available on the CAC website and links provided below).
- **(1 original) [Invoice Form](#)** with original signatures in blue ink
  - Download, review, and complete **one Invoice Form** for the 90% advance with authorized officer signature in blue ink. *Photocopies, scanned images, faxes, or email attachments of invoices are not accepted.* **NOTE:** Payment approval and processing will generally take 45 days after the contract is fully executed.



- (1 original) [Payee Data Record](#) with original signatures in blue ink
- (1 copy each) [Governor and Legislator Thank You Letters](#)
  - Compose and mail your **Governor and Legislator Thank You Letters**. Create ***one copy of each letter*** to send to the CAC.

**CAC Contact:**

Please mail the above items and contact the Program Manager below for this grant if you have any questions or need assistance:

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**California Arts Council**  
**1300 I Street, Suite 930**  
**Sacramento, CA 95814**  
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