



**CALIFORNIA ARTS COUNCIL  
FY17-18 TECHNICAL ASSISTANCE  
GRANT INSTRUCTIONS AND INFORMATION**

**Attachments:**

Attached to an e-mail is your official **Award Letter**, a copy of the **Grant Standard Agreement (Agreement)**, indicating the **Technical Assistance (TA) grant period and grant award amount** for your organization, **Grant Description and Budget (Exhibits A and B)** and **Special Terms and Conditions (Exhibit D)**. If you agree to the terms and conditions, please assemble and mail the following grant package as described below.

**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.*

- **(3 originals) Agreement - enclosed**
  - Review, print and sign **three copies** of the *one-page Agreement*, being sure to place original signatures in blue ink.
- **(3 copies) Grant Description and Budget (Exhibits A and B) - enclosed**
  - Review and print **three copies** of the *two-page Grant Description and Budget (Exhibits A and B)*.
- **(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 include in your package to the CAC. Do not send your original letters.

**Do not include staples or double-sided copies in materials returned 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:

Programs Officer:

**Shelly Gilbride**  
**California Arts Council**  
**1300 I Street, Suite 930**  
**Sacramento, CA 95814**  
(916) 324-0075  
[shelly.gilbride@arts.ca.gov](mailto:shelly.gilbride@arts.ca.gov)

**For Additional Reference:**

*The following documents are available on the California Arts Council (CAC) website, click on blue links for forms:*

- [Invoice Instructions](#)
- [Travel Policies](#)