

INSTRUCTIONS FOR GRANT INVOICES

CAC-590 is used to request payments for California Arts Council (CAC) grants providing for 90% advance and 10% final payments. Only original invoices with authorized officer signature in blue ink are accepted.

PART A – GRANT INFORMATION

Complete all lines. Your mailing address must match the address on your STD 213 Standard Agreement. If the address on your STD 213 is not your mailing address please revise it with your correct mailing address and initial the change on all three sets of the STD 213's. If you have a change of address, please submit a Payee Data Record STD 204 with the invoice. Invoice Number: enter your grant number (e.g. SL-15-12345 or PDC-15-12345). Grant Period: enter the grant agreement dates as indicated on the STD 213 in this format: "MM/DD/YY" to "MM/DD/YY". Type of Request: check the box indicating the type of request for which you are invoicing (90% ADVANCE PAYMENT or 10% FINAL PAYMENT).

PART B – 90% ADVANCE PAYMENT

Complete Part B if you are requesting an advance payment of 90% of the grant award. To calculate your advance payment amount, multiply your grant award amount by 90% and enter the dollar amount on the form.

PART C – 10% FINAL PAYMENT

Complete Part C if you have done **ALL of the following**

1. Completed the Scope of Work as indicated in the Grant Standard Agreement.
2. Completed and submitted the Final Report (including the NEA Grants Activity Survey) online.

Final Invoices will not be processed prior to the submission of Final Reports. Complete reporting requirements are outlined in the *Grant Standard Agreement Exhibit D or E: Special Terms and Conditions*, with *Exhibit D or E; Appendix A: Program and Reporting Requirements*.

To calculate your final payment amount, multiply your grant award amount by 10% and enter the dollar amount on the form.

CERTIFICATION

Provide the name and title of an authorized officer of the organization. **Original signature** for the authorized officer is required, and must be provided in *blue ink* on the signature line. Provide the printed name of the document preparer if different than the authorized officer. Please include the phone number and e-mail address of the individual we should contact, should invoice form questions arise. If phone number or e-mail address fields are incomplete, any questions will be returned in writing. This will cause delays in processing your payment.

MAILING

Advance Payment Invoiced should be accompanied with signed copies of your Grant Agreement and all other required Grant Package forms. Return original invoices with authorized officer signature in blue ink. *Photocopies, scanned images, faxes, or email attachments of invoices are not accepted.*

MAIL ADVANCE AND FINAL PAYMENT INVOICES TO:

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

IF YOU HAVE QUESTIONS REGARDING THE COMPLETION OF YOUR INVOICE FORM, CONTACT YOUR GRANT PROGRAM MANAGER OR CALL THE CAC ACCOUNTING OFFICE AT (916) 322-6371.