

GRANT INSTRUCTIONS

Congratulations on your grant award. Please read the following information carefully. Use these nine items below as a check list. If you have questions about any of this material, please don't hesitate to call the Watauga County Arts Council (WCAC) at (828) 264-1789.

1. Send Back Signed Contracts and Revised Budgets Now

Please review your Grant Notice. If your grant was not funded at the level you requested, you will need to complete the enclosed Revised Budget Form. Before you begin, note any stipulations contained in the Grant Notice. If you can not implement your project at the reduced grant amount, please let us know immediately.

Please read and sign the Grant Contract and return 1 copy along with 1 copy of the Revised Budget Form (if required) to the Council Office as soon as possible. **If these are not received by December 31, 2008 your grant will be rescinded.**

2. Follow Payment Procedures

Checks are issued after the completion of your project. In order to receive your funding check, you must complete the standard grant report forms. Copies of all the required report forms (from both the North Carolina Arts Council and the North Carolina State Auditor's Office) are included with this packet. Your packet will be reviewed and approved prior to the release of your funds. Please be sure that all forms are fully completed to facilitate this process.

3. Thank Your Legislators

All subgrantees are **REQUIRED** to write their legislators to thank them for appropriating funds for their grants and to inform them of the project activities and community impact. An email is sufficient or you may mail your thank-you letters. **A copy of all letters/emails sent to legislators must be attached to your final report.**

House of Representatives

Cullie Tarleton
1109 Legislative Building
Raleigh, NC 27601-1096
Culliet@ncleg.net

Senate

Steve Goss
1118 Legislative Building
Raleigh, NC 27601-2808
SteveG@ncleg.net

4. Use WCAC Credit Line and Logo

You **MUST INCLUDE** the following credit line in all publicity and printed materials that relate to your grant.

**THIS PROGRAM IS FUNDED IN PART BY THE
WATAUGA COUNTY ARTS COUNCIL AND
GRASSROOTS FUNDS OF THE NORTH CAROLINA ARTS COUNCIL**

Please also display the WCAC and North Carolina Arts Council logos (shown below) in all grant-related publicity and printed materials as often as possible. If you need a digital copy of these logos, email Cherry Johnson at cherry@watauga-arts.org and request that a copy be emailed to you.



5. Publicity Materials

Please include with your report form an original copy of all programs, fliers, posters, or newsletters, and xerox copies of newspaper articles which relate to your project. Highlight the required credit lines so they may be easily located. Also, summarize in writing any radio or television publicity and how the credits were given over these media.

6. Keep Staff and Panelists Informed

Please keep the WCAC and Grassroots Panel Members informed about your project activities. You may forward information to: WCAC, P. O. Box 366 DTS, Boone, NC 28607, Attn: Grassroots Arts Program. Please also send invitations to attend any performances, exhibitions or other grant-related events.

7. Let Us Know If Your Grant Project Changes

If you need to revise the description of your funded project or revise the budget by more than 10% of the total, you must submit a written request in advance of beginning your project. Call the WCAC to discuss any revisions before submitting a written request.

By April 30, 2009 you must inform the WCAC if you will not be able to spend all of your grant funds so that they can be reallocated.

8. Restrictions on Matching Funds

All subgrantees are required to match grant amounts dollar for dollar. The funds must come from other public or private sources. One WCAC grant may not be used to match another WCAC grant, nor may the matching funds come from another State or Federal grant.

9. Submit Your Final Report By The Deadline

At the end of the project period, all subgrantees are required to report on how grant funds were used. Your report forms are attached along with a summary checklist; please do not lose it. Please review it PRIOR to doing your project. When your form is turned in, ALL the signatures on the "Certification for Grassroots Art Program Subgrantees" form MUST be completed. The State of North Carolina will absolutely not accept forms without all the required signatures. Return the completed report form and all attachments to the WCAC office **no later than June 15, 2009.**

If you have any questions about these procedures or need further assistance, please contact the WCAC office. Digital copies of the required paperwork are also posted on our website at www.watauga-arts.org under the heading of "allocations" and then "grassroots grants."