

**NEVADA ARTS COUNCIL
GRANT MANAGEMENT DOCUMENT**

INDIVIDUALS

This is the introduction to your **Grants Management Packet**, which is mailed to recipients of any grant award made by the Nevada Arts Council (NAC) and contains the documents listed below. Other documents that are required by specific grant categories may also be included.

1. **Grants Award Letter** – This letter is signed by the Chair of the Board of the Nevada Arts Council, and identifies the amount of the grant award, assigns a grant number and provides additional information required of NAC grantees.
2. **Terms and Conditions Governing Grants (T&C Form)** – This is a legally binding document that outlines the terms and conditions by which a grantee accepts an NAC grant. **To accept an NAC grant, the T&C Form must be signed by the grantee and the original returned to the NAC within 30 days of the date on the Grant Award Letter.** Photocopies or faxed copies of the T&C Form will not be accepted.
3. **Cash Request Forms** – NAC must receive an original signed and dated Cash Request Form in order to process payments. Please read the “Receiving Grant Funds” section below to determine how much of a grant may be requested at various times during the grant period. Photocopies or faxed copies of Cash Request Forms will not be accepted.
4. **State of Nevada Vendor Registration Form** – In order for any grant payment to be processed, a grantee must have a vendor number. The Vendor Form must be signed and dated. Photocopies or faxed copies of Vendor Forms may be accepted.
 - Only new grantees will receive a Vendor Form in this packet.
 - If you have received funding from NAC in the past year, you already have a Vendor Form and Number on file. However, if you have any new information, e.g. address, contact person, etc., you must submit an updated Vendor Form, which is available on the NAC website at www.nevadaartscouncil.org.
5. **Final Report** – An original Final Report must be filled out completely, signed, and submitted with all other required attachments to the NAC by the stated deadline in order for grantees to: (1) receive the final payment of a NAC grant and (2) be eligible to receive following year grants from any NAC program. Photocopies or faxed copies of the Final Report will not be accepted.

ACCEPTING THE GRANT AWARD

To accept an NAC grant award, the grantee must sign the T&C Form and return it to NAC **within 30 days** of the date of the Grant Award Letter.

ADHERANCE TO NAC GRANT APPLICATION

The NAC grant is made only for the program scope and budget identified in the grant application and approved with the Grant Award Letter. If substantial changes from the approved application occur, the grantee must advise the appropriate NAC program staff in writing **within 30 days**. Use the following measurements to determine whether the grant has altered substantially:

- **Administrative** – Any major organizational changes including staffing, mission or name.
- **Programmatic** – Any changes to the proposed project or program to be funded with NAC grant money, including staff changes or vacancies, cancellation of activities, substitution of guest performers, or changes in the calendar of events.

- **Total Budget Amount** – A deviation of 10% above or below the total budget figure shown in the grant award document.
- **Budget Categories** – A deviation of 10% within any category of the approved grant budget.

MATCHING FUNDS

Grants to individuals do not require matching funds. However, the NAC encourages all applicants and grantees to seek other sources of funding and/or in-kind contributions whenever possible to help support their projects.

EXTENSIONS

NAC funding may not extend beyond June 30 of any given year, nor may projects supported by Jackpot or Better Education through the Arts (BETA) Grants extend beyond the three-month grant period. Requests for program/project extensions within the fiscal year may be requested in a letter addressed to the Executive Director and may be approved by the Executive Director in consultation with appropriate program staff.

PUBLIC RECOGNITION STATEMENT

The logos of the NAC and the National Endowment for the Arts (NEA) are required to be placed on all publicity (print and electronic) materials, as well as the following acknowledgment, as feasible: "This program has been funded, in part, by the Nevada Arts Council, a state agency, and the National Endowment for the Arts, a federal agency." When no printed information is used, verbal credit shall be given prior to each performance or presentation.

THANKING ELECTED OFFICIALS

All grantees are required to thank their state and federal elected officials via US mail or email for supporting the Nevada Arts Council and the National Endowment for the Arts and to provide a brief description of how the grant funding was used. Grantees must submit copies of these letters to the NAC. Grantees who fail to submit copies of letters and/or emails by their due date will not be eligible for a grant the following year. See "Compliance Requirements" section on page 4. If you do not know who your elected officials are, please visit this link of Arts4Nevada.org and follow the easy directions: <http://capwiz.com/artsusa/nv/state/main/?state=NV&view=myofficials#0>.

ACCOUNTING AND RECORDS

By signing the Terms and Conditions Form, the grantee agrees to maintain a financial management system. Any generally accepted accounting system and internal control procedures, including the provision for audit, will be satisfactory, providing that the requirements stated in #5 of the Terms and Conditions Form are met.

MAINTAINING DOCUMENTATION

All NAC grantees are required to keep copies of all financial records and must be kept on file for a minimum of three years following the official termination of the grant.

AUDITS

- **Official Audit of Records** – NAC, the National Endowment for the Arts, the State Legislative Auditor, the Controller General of the United States or any duly authorized representative, shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of all NAC grants.

REFUNDS OR WITHDRAWAL OF FUNDING

Any grantee violation or willful avoidance of any provisions contained in these guidelines may be cause for NAC refusal to approve a grant or for withdrawal of NAC grant support – in whole or in part – after consultation with the grantee.

RECEIVING GRANT FUNDS

- To be eligible to receive new grant funds, grantees must be up-to-date in filing all required prior paperwork. See “Compliance Requirements” section below.
- For all grants, NAC must receive a signed, original T&C Form. In addition, a grantee must submit or have on file a State of Nevada Registration Form.
- To initiate payment, the grantee must complete and submit a signed, original Cash Request Form. Other paperwork required of the specific grant category may also be required.
- The timing of grant payments varies by category. See “Payment Schedule by Grant Category” Table below.
- Photocopies or faxed copies of any Grant Management Form will not be accepted, except for the State of Nevada Vendor Registration Form.

UNEXPENDED GRANT MONEY

Grant funds remaining unexpended and uncommitted at the termination of the grant period must be returned to the NAC immediately. At the end of the grant period, if grant funds have been committed and expended to a third party which cannot execute the project activity within the grant period (but CAN execute the project at a later time), NAC must be notified immediately.

FINAL PAYMENTS

NAC retains 10% of some grant categories until the end of the fiscal year in case of state or federal budget cuts (see “Payment Schedule” on page 4). Grantees will be informed of budget cuts should they occur. If budget cuts don’t occur, you may request your final 10% payment if **all** required and fully completed paperwork is submitted **within 45 days** after the end of your funded project or until June 30, whichever date is earlier. For grantees with projects occurring in June, the due date for required paperwork is July 31.

You will **forfeit** your final 10% payment if you do not submit the required paperwork on time (see “Compliance Requirements” below). Required paperwork for all grantees include the Final Report and copies of letters or e-mails to elected officials.

COMPLIANCE REQUIREMENTS

To be in compliance and eligible for continued NAC funding, grantees must be current in filing all required paperwork (see “Final Payments” section above).

You may still remain in compliance and eligible for future NAC funding even though you missed the deadline to receive the final 10% payment. To be in compliance and eligible for continued NAC funding, you must be current in filing all required paperwork with the NAC by the end of the fiscal year (June 30 for most grantees; July 31 for grantees whose projects continue into June).

If this deadline is missed, you will be out of compliance and not eligible for NAC grants or funding during the entire next fiscal year, or subsequent years, until all your delinquent paperwork is filed with the NAC.

PAYMENT SCHEDULE BY GRANT CATEGORY

CATEGORY	UPON RECEIPT OF AWARD LETTER
Artist Fellowship	90% may be requested. Final 10% may be requested upon completion of public outreach program.
Artist Fellowship Honorable Mention	Full award may be requested.
Better Education Through the Arts (BETA) – Individual Grant	Full award may be requested.
Folklife Apprenticeship Grant	First payment of \$2000 may be requested. Final payment may be requested the following June.
GAA Commission	Half of the award may be requested prior to completion, the remaining upon completion.
Jackpot – Individual Grant	Full award may be requested.
Professional Development Grant (through the Arts in Education, Community Arts Development or Folklife Programs)	Awards are made on a reimbursement basis only.