**SUBGRANT AWARD LETTER**

Date

Applicant’s Name

Address

Address

City, State Zip

Dear (applicant’s name):

I am pleased to advise you that the (DCP Name) subgrants panel has approved a grant award of (dollar amount) to your organization to support your program this year. This grant is made possible by the North Carolina Arts Council’s Grassroots Arts Grant Program.

The (DCP Name) received (number of applications) requests totaling (total amount of grant funding requested) from (County Name) organizations this year. It was a very competitive process, and we are pleased that your program was funding this year.

Please find in this award packet the following:

 • **Grant Instructions and Contract:** Please read instructions thoroughly and keep them on file, along with a copy of your grant contract. One grant contract MUST be signed and returned to (DCP Name) before funds can be distributed.

 • **No Overdue Tax Debts Form:** Non-government subgrantees must submit a No Overdue Tax Debts Form along with their grant contract. A copy is included in your grant package.

 • **Final Report Form:** Each subgrant recipient must complete a final report at the completion of their project. Reports are due to the (DCP Name) by (deadline date –recommend May).

Thank you for coordinating a project and agreeing to comply with state guidelines in administering your subgrant. If I can assist you further, please contact me.

Regards,

Executive Director/Board President, DCP Name

**SUBGRANT CONTRACT**

GRASSROOTS ARTS PROGRAM SUBGRANT CONTRACT (year)

**THIS AGREEMENT**, made by and between (DCP Name), (Your Designated County Partner) or (Your Provisional County Partner) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grantee)

**WITNESS THAT**

**WHEREAS**, (DCP Name) with the aid of the North Carolina Arts Council, desires to award the grant described on the enclosed Grant Notice subject to the availability of funds from the North Carolina General Assembly.

**NOW THEREFORE**, by signing the Agreement the Grantee agrees to and will comply with the terms and conditions set forth below and in the enclosures to this contract.

The Grantee must match this grant according to the project budget shown in the application or any subsequent approved revision of that budget. Any revised budget must be attached to this contract and approved by the (DCP Name) before this contract is valid.

The Grant Notice with any stipulations, the instructions and the grantee requirements outlining administrative procedures, acknowledgement standards and compliance conditions are enclosed as a binding part of this contract. Acceptance of this award constitutes an obligation upon the Grantee to fulfill the terms of this contract and its enclosures.

**IN WITNESS WHEREOF**, (DCP Name) and the Grantee have executed this Agreement as of the date attested by (DCP Name) below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Subgrantee Authorizing Official Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name and Title of Subgrantee Authorizing Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Subgrantee Contact Person Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Printed Name and Title of Subgrantee Contact Person

**ATTEST** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director, (DCP Name) Date Executed

**SUBGRANT INSTRUCTIONS**

Please read the following information carefully and use it as a checklist in fulfilling your obligations for the Grassroots Arts Program subgrant. If you have questions about any of this material, contact (DCP contact person, telephone number and email address).

**1. Sign and return grant contract and No Overdue Tax Debts Form**

Please review your grant notice. If your grant was not funded at the level you requested, you may need to revise your project budget. Before you begin, note any stipulations contained in the grant notice. If you cannot implement your project at the reduced grant amount, please notify (DCP Name) immediately.

Please sign the Grant Contract and return one (1) copy along with the No Overdue Tax Debts form to (DCP Name) Arts Council at (address here). Please return these forms by (deadline date) for processing.

**2. Make sure you have matching funds in place**

All grantees are required to match grant amounts dollar for dollar. The funds must come from other public or private sources. One (DCP Name) or North Carolina Arts Council grant may not be used to match another. Matching funds may not come from another State or Federal grant.

**3. Use the North Carolina Arts Council credit line and logo**

The N. C. Arts Council is the steward of state and federal tax-supported public funds for the arts. In acknowledging the N.C. Arts Council’s role in your event or project, you are recognizing the part that public funds play in promoting the arts. The N.C. Arts Council logo must be prominently displayed on-site and in all publicity and printed materials.

**Credit Line**

Printed material and publicity regarding North Carolina Arts Council grants, funded activities, and/or partnerships must contain the following language **with** the appropriate logo(s):

*This project was supported by the N.C. Arts Council, a division of the Department of Natural & Cultural Resources.*

Example:

*This project was supported by the N.C. Arts Council, a division of the Department of Natural & Cultural Resources.*

**Donor Recognition**

If your organization lists donor participation in printed materials or on your website, you must list the N.C. Arts Council in the appropriate category (i.e. Benefactors $25,000 – $49,000, Directors $10,000 – $24,999, Sponsors $5,000 – $9,999, etc.). For radio, television and non-written announcements, please use the credit line language above.

**Reproducing the Arts Council Logo**

Grantees may download a print quality logo from the N.C. Arts Council’s website at
 <http://ncarts.org/resources/grants/logo-use>. Do not reproduce the logo from faxed or photocopied images. The logo must be reproduced as a unit, including website address, without alteration. The logo may be downsized to no smaller than 1″ wide. The circle with the words “North Carolina” must be a least the size of a nickel, although the size of a quarter is preferable. The NEA logo can be downloaded from <https://www.arts.gov/grants/manage-your-award/nea-logo>.

We encourage you to place [the N.C. Arts Council logo](file:///%5C%5Cdcr_vs1%5CAC_Shared%24%5CNcacStaff%5CARTISTS%20AND%20COMMUNITIES%20TEAM%5CArts%20in%20Communities%5CLAC%20Tools%20and%20Resources%5CGrassroots%20Arts%20Guidebook%20Files%5Cour%20logo) on your website and in your e-newsletters and link it to <http://www.ncarts.org>.

**Questions about Logo Use?**

North Carolina Arts Council Website and Graphic Design Manager at (919) 807-6517

**4. Thank your Legislators**

(DCP Name) requires all subgrantees to write their Legislators to thank them for appropriating funds for their grants and to inform them of the project activities and community impact. A copy of all letters to legislators must be attached to your final report. Refer to the Letter to Legislator as an example. We hope you will also invite Legislators to attend any performances, exhibitions, or other project-related activities.

**5. Keep (DCP Name) staff informed**

Please keep (DCP Name) staff informed about your project activities. Please invite them to attend any performances, exhibitions, or other grant-related activities. If your program or project changes significantly and you need to revise your project budget by more than 10-percent of the total, you must submit a written request in advance. Call (DCP Name) staff to discuss any revisions before submitting a written request.

Grantees must inform (DCP Name) no later than (date here) if you will not be able to spend all your grant funds. Refunds should be returned to (DCP Name) as soon as possible and no later than May 31, (year).

 **6. Submit your Final Reports by (deadline date)**

At the end of the project period, all grantees are required to report on how grant funds were used. Please complete the enclosed Report Form, following all instructions carefully and return the form no later than (deadline date: recommended May).

failure to complete your final report by the deadline renders the grantee ineligible to apply for the Grassroots Arts Program funds the next fiscal year.