

**From:** Ginny Berryhill [<mailto:gberryhill@azarts.gov>]  
**Sent:** Mon 7/2/2012 4:30 PM  
**To:** Hall, Gretchen  
**Subject:** FY13 Grant Award Notification

Dear **Tucson USD, Ft. Lowell Townsend K-8,**

Congratulations! It is a pleasure to inform you that a Fiscal Year 2013 Grant has been awarded to **Tucson USD, Ft. Lowell Townsend K-8** by the Arizona Commission on the Arts for programming which is to take place between July 1, 2012 and June 30, 2013.

**A Grant Award Notification Packet will arrive via postal mail by August 10, 2012.** When this packet arrives, grantees are strongly encouraged to review and complete the time-sensitive documents without delay to confirm acceptance of the grant award. In particular, please carefully review the Grant Award Agreement and General Grant Conditions, as significant new information is included in these documents.

If you do not receive your Grant Award Notification Packet by August 10, 2012, you may contact the Arizona Commission on the Arts at 602.771.6502 or [info@azarts.gov](mailto:info@azarts.gov). Kindly refrain from contacting the Arts Commission inquiring about the arrival of the award packet until after August 13, 2012.

At this time, grantees may access their account on EGOR to read panel comments and view grant award amount. EGOR: <https://www.culturegrants-az.org/>

### **IMPORTANT DEADLINES**

We strongly recommend that you add the following grant-related dates to your calendar. As a condition of accepting the grant award, grantees are solely responsible for meeting all grant-related deadlines.

**Materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award.**

Return Grant Award Agreement and State Substitute W-9. Deadline: Monday, October 22, 2012

Complete ProcureAZ registration: <https://procure.az.gov/bs/> Deadline: Monday, October 22, 2012  
***For NEW grantees only. Please note this is a one-time required registration to receive any funding from the State.***

Submit Contracts/Invoices up to 45 days before the project start date, but no later than this deadline. Deadline: Monday, May 20, 2013

Submit Final Report for Fiscal Year 2013 Grant. Deadline: Monday, September 16, 2013

**Please note:** If you received a grant in Fiscal Year 2012, your grant award payment will not be released for your Fiscal Year 2013 grant until your Final Report for the Fiscal Year 2012 grant has been submitted. The Final Report deadline for recipients of Fiscal Year 2012 grants is Monday, August 6, 2012.

# Fiscal Year 2013 Grant Award Agreement

July 1, 2012

Robin Weldon

Tucson USD, Miles Exploratory Learning Center

1400 E. Broadway

Tucson, Arizona 85719



Arizona  
Commission  
on the Arts

It is a pleasure to inform you that a grant has been awarded to Tucson USD, Miles Exploratory Learning Center by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2012 and June 30, 2013.

**GRANT #: 130231**                      **Arts Learning Project**                      **Maximum Award up to: \$2,000\***

**Artist Honorarium: \$2,000\***                      **Artist Travel/Per Diem: \$0**

## How to Manage Your Grant Award

**STEP 1: Return Grant Award Agreement and State Substitute W-9**                      **Deadline: Monday, October 22, 2012**  
Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. **New grantees** will also need to register in the state's online vendor system, ProcureAZ, <https://procure.az.gov/bsol>. *Faxes, scans or emails will NOT be accepted (This step alone does not trigger grant payment. Go to step 2.)*

**STEP 2: Submit Contracts/Invoices**                      **Must Claim By: Monday, May 20, 2013**  
**Artist/Company/Consultant Fees and Contracts** (*Sample contract available in Grant Notification Packet*): The Arts Commission does not require a particular contract format, however contracts must include artist/company/consultant name, date(s) of service, description of service(s) and total artist/company/consultant fees or expenses, including matching funds and travel/per diem. Contracts must be signed by both parties: artist/speaker/consultant and a representative of your organization/school.

**Travel/Per Diem** (*if requested and awarded in original grant application*): Travel/per diem must be detailed in the artist/company/consultant contract(s). The Arts Commission calculates travel/per diem as an all inclusive honorarium (mileage/lodging/meal) of \$60 per day for travel of 70+ miles round trip.

**Note:** You must provide all copies of contracts/invoices at one time, as the Arts Commission will only make one grant award payment. Matching Grant funds awarded were based on the eligible expenses stated in your application; therefore, any changes in artist/speaker/consultant fees or expenses may impact the actual grant award payment.

\*"Artist Honorarium" amount must be matched by grantee organization based on Funding Eligibility Scale in the Arts Learning Guide to Grants: [www.azarts.gov/guide](http://www.azarts.gov/guide).

**STEP 3: Receive Grant Award Payment**  
Grant award payment processing takes 4-6 weeks from receipt of all required documentation. Determination of exact grant amount will be made after receipt of **all required financial documentation** listed in Steps 1 & 2 above. Grant award amounts may be reduced based on actual budget documents. Inconsistencies and incomplete grant award paperwork or tax information will delay grant payment.

**Please note:** If you received a grant in Fiscal Year 2012, your Fiscal Year 2013 grant award payment will not be released until your Fiscal Year 2012 Final Report has been submitted (deadline August 6, 2012).

\*Maximum award is based on panel review ranking, available Arts Commission funding, and the submission of appropriate financial documentation. The Arts Commission receives its funding from the National Endowment for the Arts and the State of Arizona. This grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces the Arts Commission's state funding or if overall funding is reduced for any other reason, this grant may be reduced, canceled, and/or may be paid out in installments.

**STEP 4: Submit Final Report**                      **Deadline: Monday, September 16, 2013**

**All grant related materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award and/or be ineligible for future funding.**

**Mail to:** Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

**Grant Processing Contact:** Patrick Fanning, [pfanning@azarts.gov](mailto:pfanning@azarts.gov), 602-771-6529

**Signature Required on Reverse Side of this Document →**

**From:** "Ginny Berryhill" <[gberryhill@azarts.gov](mailto:gberryhill@azarts.gov)>  
**Date:** July 2, 2012 4:30:25 PM MST  
**To:** <[jmusiclauver@cox.net](mailto:jmusiclauver@cox.net)>  
**Subject:** FY13 Grant Award Notification

Dear Tucson USD, Pistor Middle School,

Congratulations! It is a pleasure to inform you that a Fiscal Year 2013 Grant has been awarded to **Tucson USD, Pistor Middle School** by the Arizona Commission on the Arts for programming which is to take place between July 1, 2012 and June 30, 2013.

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