

## SUBGRANT INSTRUCTIONS

Please read the following information carefully and use it as a checklist in fulfilling your obligations for the Grassroots Arts Program Subgrant 2016-2017. If you have questions about any of this material, contact Renee VanHorn, Stanly County Arts Council Executive Director, by phone at 704-982-8118, or by email at [stanlycountyartscouncil1974@gmail.com](mailto:stanlycountyartscouncil1974@gmail.com).

### 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 the Stanly County Arts Council immediately.

Please sign the Grant Contract and return one (1) copy along with the No Overdue Tax Debts form to the Stanly County Arts Council at 26032-G Newt Rd, Albemarle, NC 28001. Please return these forms absolutely no later than **December 4th** for processing. It is recommended that you also sign and keep a copy for your records. The No Overdue Tax Debt form is available for download on our website at [www.stanlycountyartscouncil.org](http://www.stanlycountyartscouncil.org) under the “Grants & Funding” tab.

### 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 Stanly County Arts Council 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. **(REVISED FOR 2015-2016!)**

Grantees **MUST** include the following credit line in all print and promotional materials related to the grant:

*“This project receives support from the North Carolina Arts Council,  
a division of the Department of Natural and Cultural Resources  
and the National Endowment for the Arts.”*

Subgrantees **MUST** also use the N. C. Arts Council logo on promotional materials relating to the funded project.

**Logo Usage:** The North Carolina Arts Council logo should not be reproduced from faxed or photocopied images. The circle with the words “North Carolina” must be at least the size of a nickel, although the size of a quarter is preferred. The N. C. Arts Council Web site address ([www.ncarts.org](http://www.ncarts.org)) is considered part of the logo and must be included. All subgrantees **MUST** also include the Stanly County Arts Council logo on any printed or electronically published materials relating to your grant-funded project. This logo, along with the North Carolina Arts Council logo is available for download on our website at [www.stanlycountyartscouncil.org](http://www.stanlycountyartscouncil.org). Thank you.

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#### **4. Thank your Legislators.**

The Stanly County Arts Council requires all subgrantees to write or email 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 or emails to legislators must be attached to your final report. We suggest you also take the time to invite Legislators to attend any performances, exhibitions, or other project-related activities so they can see the impact state funding has on their district first hand.

#### **5. Keep the Stanly County Arts Council staff and board members informed.**

Please keep the Stanly County Arts Council staff and board members 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 the Stanly County Arts Council at (704) 982-8118 or email at [stanlycountyartscouncil1974@gmail.com](mailto:stanlycountyartscouncil1974@gmail.com) to discuss any revisions before submitting a written request.

Subgrantees must inform the Stanly County Arts Council no later than **May 1<sup>st</sup>**, if you will not be able to spend all your grant funds. Refunds should be returned to the Stanly County Arts Council as soon as possible and no later than **May 31<sup>st</sup>, 2017**.

#### **6. Submit your Final Report by May 31<sup>st</sup>.**

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 **May 31<sup>st</sup>, 2017**. A reminder will be sent to your organization with your second allotment of funds about this deadline. It is recommended that you look over this report form in order to be aware of what kind of information you will need to collect during the course of your project.

Failure to complete your final report by the deadline renders the grantee ineligible to apply for Grassroots Program funds the next fiscal year. An extension may be granted to your organization by special request to the office.

#### **7. Office of State Budget and Management Form (OSBM).**

Non-government subgrantees **MUST** submit a paper copy of the OSBM report to the Stanly County Arts Council no later than six months after the end of your fiscal year (fiscal year in which this subgrant project is completed). The report form will be kept with the final report in the Arts Council's office. It is preferred to receive the OSBM report when the final report is submitted (May 31<sup>st</sup>, 2017), but it must be submitted no later than six months after the end of subgrantee's fiscal year. A subgrantee that does not submit an OSBM form will not be eligible for funding the following grant cycle.

OSBM report forms can be located on the Stanly County Arts Council's website under the Grants and Funding tab in the "Other Forms" section.