

Grant Award Agreement

Fiscal Year 2011

July 9, 2010

Mr. Larry Tarkowski
Town of Prescott Valley
7501 E. Civic Circle
Prescott Valley, Arizona 86314

417 W. Roosevelt St.
Phoenix, AZ 85003-1326
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Arizona
Commission
on the Arts

It is a pleasure to inform you that a grant has been awarded to **Town of Prescott Valley** by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2010 and June 30, 2011.

GRANT #: 110298

GOS II

Maximum Award up to: \$4,725*

How to Collect Your Grant Award

STEP 1: Return Grant Award Agreement and State Substitute W-9 **Deadline: Monday, October 25, 2010**
Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. *Faxes, scans or emails will NOT be accepted. (This step alone does not trigger grant payment. Go to step 2.)*

STEP 2: Submit Financial Documentation **Deadline: Monday, May 23, 2011**
General Operating Support Level II

Operating Budget of \$125,000 or more: Submit Statement of Revenues and Expenditures for the most recently completed fiscal year, with an **original signature** by the organization's current Treasurer or a member of the Board of Directors.

Operating Budget less than \$125,000 with a Full-time Director: Submit a **signed** contract between the organization and the full-time executive, managing, music, or artistic director that outlines terms of employment, including salary, dates of service and responsibilities.

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.

Final Report: If you received a grant in 2009-2010, your grant award payment will not be released for your 2010-2011 grant until your Final Report for the 2009-2010 grant has been submitted.

***Maximum award** is based on 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. In the last two fiscal years, grants have been adjusted mid-year due to State Legislative reductions to the arts budget.*

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.**

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

Grant Processing Contacts: Jaya Rao, 602.771.6532, jrao@azarts.gov
Ginny Berryhill, 602.771.6528, gberryhill@azarts.gov

Signature Required on Reverse Side of this Document →