



**Haywood County
Arts Council**
Celebrating the Creative Culture
of our Mountain Communities



www.ncarts.org

Grassroots Arts Program 2016-2017 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 Lindsey Solomon, Executive Director, Haywood County Arts Council.

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

- Please review your grant notice letter. 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 Haywood County Arts Council immediately.
- Please sign the **Grant Contract** and return one (1) copy along with the **No Overdue Tax Debts form** (<http://www.ncarts.org/Grants/ManageYourAward.aspx>) to the Haywood County Arts Council at POB 306, Waynesville, NC 28786. Please return these forms by **December 15, 2016** 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 Haywood 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.

- 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 Cultural Resources, with funding from the National Endowment for the Arts."
- Where possible, grantees must also use the N. C. Arts Council logo on promotional materials and their website.
 - 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 website address (www.ncarts.org) is considered part of the logo and must be included.
 - Grantees may download the logo from the N. C. Arts Council's website at www.ncarts.org/Resources/LogoUse.aspx
 - The downloadable images will be print quality (300 dpi) and are available in eps, tiff, and jpg formats. Grantees will be able to choose color or black and white images.

4. Thank your legislators.

- The Haywood County Arts Council 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.
 - Senator Jim Davis
NC Senate
300 N. Salisbury Street, Room 408-B
Raleigh, NC 27603-5925
 - Representative Michele D. Presnell

NC House of Representatives
300 N. Salisbury Street, Room 418A
Raleigh, NC 27603-5925

- o Representative Joe Sam Queen
NC House of Representatives
16 W. Jones Street, Room 1017
Raleigh, NC 27601-1096

- 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 these legislators to attend any performances, exhibitions, or other project-related activities.



5. Keep the Haywood County Arts Council staff informed.

- Please keep the Haywood County Arts Council 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 the Haywood County Arts Council staff to discuss any revisions before submitting a written request.
- Grantees must inform the Haywood County Arts Council no later than **March 31, 2017** if you will not be able to spend all your grant funds. Refunds should be returned to the Haywood County Arts Council as soon as possible and no later than **May 15, 2017**.



6. Submit your Final Report by May 15, 2017.

- 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 15, 2017**.
- Failure to complete your final report by the deadline renders the grantee ineligible to apply for Grassroots Program funds the next fiscal year.