



# GRANTEE INSTRUCTIONS FOR INDIVIDUALS USING A FISCAL AGENT




## GET IN TOUCH WITH US

 **Bookmark the Grants Dashboard for all your grants needs**  
[www.ncarts.org/grants-dashboard](http://www.ncarts.org/grants-dashboard)

 **Grants office email**  
[ncac.grantsoffice@dncr.nc.gov](mailto:ncac.grantsoffice@dncr.nc.gov)

 **Phone numbers**  
Tanya McGuire (919) 814-6514  
Jackie Haske (919) 814-6513

 **Staff contacts**  
[www.ncarts.org/grant-application-resources-and-assistance](http://www.ncarts.org/grant-application-resources-and-assistance)

Award notifications come from the GO Smart grant portal. The grant contract packet of instructions and general terms & conditions will follow by email via DocuSign. Review all documents to note requirements and stipulations.

## COMPLETE YOUR GRANT CONTRACT & DOCUMENTATION

Both the grantee and the fiscal agent must submit all listed documents to receive grant funds. The grant contract will be sent to both parties to sign via DocuSign. The grantee will collect all documents for themselves AND the fiscal agent, and use the invitation code "**Contract**" to access the contract documents application in GO Smart and upload the required documents.

### Grantee documents

- General Terms & Conditions (via DocuSign)
- A signed and notarized [No Overdue Tax Debt form](#)
- Proof of NC residency (such as a copy of NC drivers' license)
- A revised budget ONLY if indicated on Grant Award letter; submit revisions in the budget pages of your GO Smart application and notify your staff contact (NOT Grants Office)

### Fiscal agent documents

- General Terms & Conditions (via DocuSign)
- A signed and dated (current year) [Conflict of Interest Statement](#) on letterhead
- A signed and dated (current year) [NC substitute W-9 form](#) with an [official EIN](#)
- A signed and notarized (current year) [No Overdue Tax Debt form](#)
- A completed [accessibility checklist](#)

## PAYMENT PROCEDURES

- ❗ No grant funds will be issued until all required documents are received. Current grantees will not be paid until we have received and approved the final reports for all previous grants.
- 💰 To receive electronic payments, email a completed [Electronic Payment Form](#) to the Grants Office at [ncac.grantsoffice@dncr.nc.gov](mailto:ncac.grantsoffice@dncr.nc.gov). Otherwise, you will receive a check in the mail.  
*Note: You do not need to fill this out if you have already done so unless your banking information has changed.*
- 👤 Payment will be issued to the fiscal agent.

## RETURN UNSPENT FUNDS BY DEADLINE

-  By **April 1st**, you must inform the staff if you will not be able to spend all your grant funds.
-  Unspent funds should be returned as soon as possible and no later than **May 31st**.

If your unspent grant funds are returned after this deadline you may not be eligible to receive grant funds during the next fiscal year.

## KEEP STAFF INFORMED OF PROJECT ACTIVITIES AND CHANGES

You must keep your staff contact(s) informed about your project activities. Add them to your mailing lists to receive season brochures and event notices. For evaluation and monitoring purposes, please provide tickets and admissions to appropriate staff when requested so that they may attend funded performances, exhibitions, and events.

If you need to revise the description or budget of your funded project by more than 10% of the total award, you must submit a written request in advance. Discuss any revisions with your staff contact *before* submitting a written request.



If you are not able to implement the project you proposed at the grant amount awarded, let us know immediately by contacting the person listed under "Staff Contact" on the grant award letter.

Grant funds may be rescinded if all grant documents are not received by November 17.

## **N.C. ARTS COUNCIL MESSAGING REQUIRED ON ALL PUBLICITY MATERIALS**

All grant recipients, whether receiving state or federal funding, are required to prominently display the North Carolina Arts Council logo on-site at funded events and in all digital and printed publicity materials. Logos can be downloaded from our [website](#).

A credit line must also be displayed on all digital and printed publicity materials. Choose the appropriate credit line to use with the Arts Council logo, depending on your grant award's source of funding:

### **State funds and American Rescue Plan Act (ARPA) funds**

*This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.*

### **Federal funds\***

*This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources, with funding from the National Endowment for the Arts.*

\*Please remember to remove the NEA tagline from your materials and website at the completion of the project.

## **WRITE YOUR LEGISLATORS**

All grantees are required to write their [state legislators](#) to thank them for appropriating funds for their grants and to inform them of project activities and community impact. Copies of your letters must be included with your final report. We hope you will also invite legislators to attend performances, exhibitions, and other project-related activities.

## **SUBMIT FINAL REPORT BY THE DEADLINE SHOWN ON YOUR AWARD LETTER**

All grantees must complete final reports; submit through GO Smart and email a copy with **ONE** signature to Grants Office.