**SUBGRANT AWARD LETTER/GRANT NOTICE**

Date

Applicant’s Name

Address

City, State Zip

Dear (applicant’s name):

I am pleased to advise you that the (Grassroots partner) subgranting panel has approved a grant award of (dollar amount) to your organization to support your program this year. This grant is made possible by the North Carolina Arts Council’s Grassroots Arts Program.

The (Grassroots partner) received (number of applications) requests totaling (total amount of grant funding requested) from (County Name) organizations this year. It was a very competitive process, and we are pleased that your program has been selected to receive funding this year.

Please find in this award packet the following:

 • **Grant Instructions and Contract:** Please read instructions thoroughly and keep them on file, along with a copy of your grant contract. One grant contract MUST be signed and returned to (Grassroots partner) before funds can be distributed.

 • **No Overdue Tax Debts Form:** Non-government subgrantees must submit a No Overdue Tax Debts Form along with their grant contract. A copy is included in your grant package.

 • **Final Report Form:** Each subgrant recipient must complete a final report at the completion of their project. Reports are due to the (Grassroots partner) by (deadline date –recommend May).

Thank you for coordinating this project and agreeing to comply with state guidelines in administering your subgrant. If I can assist you further, please contact me.

Regards,

Executive Director/Board President, (Grassroots partner)

**SUBGRANT CONTRACT**

GRASSROOTS ARTS PROGRAM SUBGRANT CONTRACT (year)

**THIS AGREEMENT**, made by and between (Grassroots Partner) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grantee)

**WITNESS THAT**

**WHEREAS**, (Grassroots partner), with the aid of the North Carolina Arts Council, desires to award the grant described on the enclosed Grant Notice subject to the availability of funds from the North Carolina General Assembly.

**NOW THEREFORE**, by signing the Agreement the Grantee agrees to and will comply with the terms and conditions set forth below and in the enclosures to this contract.

The Grantee must match this grant according to the project budget shown in the application or any subsequent approved revision of that budget. Any revised budget must be attached to this contract and approved by the (Grassroots partner) before this contract is valid.

The Grant Notice with any stipulations, the instructions and the grantee requirements outlining administrative procedures, acknowledgement standards and compliance conditions are enclosed as a binding part of this contract. Acceptance of this award constitutes an obligation upon the Grantee to fulfill the terms of this contract and its enclosures.

**IN WITNESS WHEREOF**, (Grassroots Partner) and the Grantee have executed this Agreement as of the date attested by (Grassroots partner) below.

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Signature of Subgrantee Authorizing Official Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name and Title of Subgrantee Authorizing Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Subgrantee Contact Person Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Printed Name and Title of Subgrantee Contact Person

**ATTEST** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director, (Grassroots partner) Date Executed

**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 (Grassroots partner contact person, telephone number and email address).

**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 (DCP Name) immediately.

Please sign the Grant Contract and return one (1) copy along with the No Overdue Tax Debts form to (Grassroots partner) Arts Council at (address here). Please return these forms by (deadline date) 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 (Grassroots partner) 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**

All grant recipients are required to prominently display the North Carolina Arts Council logo with tagline and credit lines on-site at funded events and in all digital and printed publicity materials. We also encourage you to use this on your website, electronic newsletters, and in as many materials and places as possible. Your display of these items serves to recognize the investment by the North Carolina General Assembly in our grants and programs.

**Logo Use and Credit Line**

In all communications, **North Carolina Arts Council** should always be written out on first reference. **N.C. Arts Council** is acceptable on second reference. NCAC should not be used.

**Credit Line**

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

|  |
| --- |
| **Credit line for those who receive state funds** |
| **A picture containing text, window  Description automatically generated** | **This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.** |

|  |
| --- |
| **Credit line for those who receive state and federal funds** |
| **A picture containing text  Description automatically generatedA picture containing text, window  Description automatically generated** | **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.***

**Donor Recognition**

If you list donor participation on printed materials or your website, you must include the North Carolina Arts Council in the appropriate category (e.g. sponsors, directors, benefactors, etc.)

**Reproducing the Arts Council Logo**

Grantees may download logos from the N.C. Arts Council’s [Logo & Branding Materials page](https://www.ncarts.org/grants-resources/resources/logo-branding-materials). Do not reproduce the logo from faxed or photocopied images. The logo must be reproduced as a unit without alteration. Please see our [Logo Usage Guide](https://www.dropbox.com/s/ht2uflmhberg3jp/Logo%20Usage%20Guide%20-%20READ%20FIRST.pdf?dl=0) for best practice.

The NEA logo can be downloaded from the [NEA website](https://www.arts.gov/grants/manage-your-award/nea-logo).

**Web and Social Media USAGE:**

Please make sure that all digital instances of the N.C. Arts Council logo link to NCArts.org.

Use the hashtag**#NCArts** across social media.
We invite you to follow us on social media:

* Instagram [@ncartscouncil](https://www.instagram.com/ncartscouncil/)
* Facebook [@ncarts](http://www.facebook.com/ncarts/)
* X ([@ncartscouncil](http://twitter.com/NCArtsCouncil)

**Questions about Logo Use?**

Contact the North Carolina Arts Council Marketing & Communications team for assistance.

|  |  |
| --- | --- |
| **Diana Pineda**Marketing Directordiana.pineda@dncr.nc.gov | **Ai-Ling Chang**Graphic and Website Managerai-ling.chang@dncr.nc.gov |

**4. Thank your Legislators**

(Grassroots partner) 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. A copy of all letters to legislators must be attached to your final report. We hope you will also invite Legislators to attend any performances, exhibitions, or other project-related activities.

**5. Keep (Grassroots partner) staff informed**

Please keep (Grassroots partner) 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 (Grassroots partner) staff to discuss any revisions before submitting a written request.

Grantees must inform (Grassroots partner) no later than (date here) if you will not be able to spend all your grant funds. Refunds should be returned to (Grassroots partner) as soon as possible and no later than May 31, (year).

**6. Submit your Final Reports by (deadline date)**

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 (deadline date: recommended May).

Failure to complete your final report by the deadline renders the grantee ineligible to apply for the Grassroots Arts Program funds the next fiscal year.

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**State Grant Certification – No Overdue Tax Debts 1**

**Instructions:** Grantee should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of the State Budget and Management

(Notary Signature and Seal)

**[Date of Certification (mmddyyyy)]**

To: State Agency Head and Chief Fiscal Officer

**Certification:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Board Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

1 G.S. 105-243.1 defines: “Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My Commission Expires: \_\_\_\_\_\_\_\_\_\_

We certify that the *[*insert organization’s name*]* does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

**Sworn Statement:**

[Name of Board Chair] and [Name of Second Authorizing Official] being duly sworn, say that we are

The Board Chair and [Title of Second Authorizing Official], respectively, and [name of organization]

Of [City], in the state of North Carolina; and that the foregoing certification is true, accurate and complete

To the best of our knowledge and was made and subscribed by us. We also acknowledge and understand

That any misuse of State Funds will be reported to the appropriate authorities for further action.

MS&NCD Form 0008

Eff. July 1, 2005

Revised July 18, 2006, 7/07, 9/08, 7/11

If there are any questions about this form, please contact the North Carolina Office of State Budget and Management at NCGrants@osbm.nc.gov or (919) 807-4795.