

# Fiscal Year 2012 Grant Award Agreement

## CITY CLERK ORIGINAL



Arizona  
Commission  
on the Arts

July 1, 2011

Ms. Sue Komernicky  
Glendale Library and Arts Department  
5959 W. Brown St.  
Glendale, Arizona 85302

It is a pleasure to inform you that a grant has been awarded to **Glendale Library and Arts Department** by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2011 and June 30, 2012.

**GRANT #: 120183      GOS II      Maximum Award up to: \$4,920\***

### How to Manage Your Grant Award

**STEP 1: Return Grant Award Agreement and State Substitute W-9      Deadline: Monday, October 24, 2011**

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      Must Claim By: Monday, May 21, 2012**

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.

**Please note:** If you received a grant in 2010-2011, your grant award payment will not be released for your 2011-2012 grant until your Final Report for the 2010-2011 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.*

**STEP 4: Submit Final Report for Fiscal Year 2012 Grant      Deadline: Monday, August 6, 2012**

**All grant related 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 and/or be ineligible for future funding.**

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

**Grant Processing Contacts:** Jaya Rao, [REDACTED]  
Ginny Berryhill, [REDACTED]

**Signature Required on Reverse Side of this Document →**

# Fiscal Year 2012 Grant Award Agreement

By signing this Grant Award Agreement below, Glendale Library and Arts Department agrees to the following:

- Grantee is solely responsible for meeting all grant-related deadlines.
- Return Signed Grant Award Agreement and State Substitute W-9 Form by **Monday, October 24, 2011**.
- Submit Financial Documentation by **Monday, May 21, 2012**.
- Comply with all terms and conditions outlined in the Grant Award Agreement and General Grant Conditions (attached).
- Credit (with logos and credit lines) the funders of the awarded grant in all printed materials and publicity. Use the following tagline: *Supported in part by the Arizona Commission on the Arts with funding from the State of Arizona and the National Endowment for the Arts*. Logos available for download: <http://www.azarts.gov/grants/resources/>.
- Submit 2011-2012 Final Report and Accessibility Statement by **Monday, August 6, 2012**. Reports should be submitted as early as 30 days after your fiscal year end date but NO LATER than August 6, 2012. To complete your Final Report, go directly to the EGOR website: <http://www.culturegrants-az.org>. Failure to submit a Final Report by the posted deadline will render your organization ineligible to apply for future Arts Commission grants. For information to complete your Accessibility Statement, go to: [www.azarts.gov/programs/accessibility](http://www.azarts.gov/programs/accessibility).
- Update your contact information directly in EGOR. Notify Arizona Commission on the Arts staff of any changes to your contact information. Timely grant payment depends on complete and current profile in EGOR.
- Build public value for the arts in Arizona by communicating with Arizona State Legislators. Thank them for their continued support of public arts funding and invite them to observe, participate in and attend your organization's project and activities. Sample thank you letters and invitations can be found in "Building Public Value for the Arts in Arizona" (pages 7-9) <http://www.azarts.gov/arts-advocacy/>. To locate your district or the names and addresses of your Legislators, visit: [www.azleg.gov](http://www.azleg.gov) or [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org).
- Communicate with Arizona Commission on the Arts' Governor-appointed Commissioners. Invite them to observe, participate in and attend your organization's project and activities. A list of Commissioners is available online at [www.azarts.gov](http://www.azarts.gov). For contact information, please call 602.771.6501 or email [info@azarts.gov](mailto:info@azarts.gov).
- If you need to request changes to your grant, or keep us informed on your organization's programs, budget or administration, please contact **Adriana Gallego, 602-771-6530, [agallego@azarts.gov](mailto:agallego@azarts.gov)**.

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

Please sign to indicate that you have read, understood, and agree to comply with the Grant Award Agreement and General Grant Conditions.

(Signatures to follow).

Authorizing Official Printed Name & Title

Authorizing Official Signature

Date

10-13-11

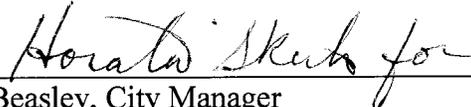
Taxpayer Identification Number (FEIN) or Social Security Number on file

Arts Commission Use Only

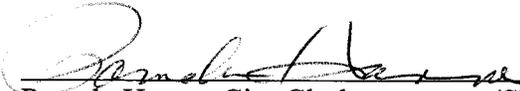
FY11 Final Report \_\_\_\_\_ W9 \_\_\_\_\_ Financials \_\_\_\_\_ ADA \_\_\_\_\_ PCA \_\_\_\_\_

Project Director: Mojgan Vahabzadeh, 623-930-3557, [mvahabzadeh@glendaleaz.com](mailto:mvahabzadeh@glendaleaz.com)  
Username: Glendalearts Password: chihuly Title: GOS II

CITY OF GLENDALE, an Arizona  
municipal corporation

  
\_\_\_\_\_  
Ed Beasley, City Manager

ATTEST:

  
\_\_\_\_\_  
Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Craig Tindall, City Attorney