**North Carolina Arts Council Artist Support Grant**

**Awardee Instructions**

Please read the following information carefully and use it as a checklist in fulfilling your obligations for the Artist Support Grant. If you have questions about any of this material, contact [contact person, telephone number and email address].

**1. Sign and return grant contract**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 (Lead Arts Council Name) immediately.

Please sign the Grant Contract and return one (1) copy along with the W-9 form to (Lead Arts Council Name) at (address here). Please return these forms by (deadline date) for processing.

**2. Review Requirements for Final Report**

All grantees are required to submit a final report to (Lead Arts Council Name) within 30 days following completion of the project or by January 31, 2026, whichever is sooner. Review the final report and familiarize yourself with documentation required, i.e. receipts, photographs, etc.

**3. Use the North Carolina Arts Council credit line and logo**

The North Carolina Arts Council logo and credit line must be prominently displayed on-site, and in all publicity and printed materials for grantee projects.

**Example:**

|  |  |
| --- | --- |
| 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. |

**Reproducing the Arts Council Logo**

Grantees may download a print quality logo from the N.C. Arts Council’s [Logo & Branding Materials page](https://www.ncarts.org/grants-resources/resources/logo-branding-materials). The logo must be reproduced as a unit without alteration. The logo may be no smaller than 1″ wide. The circle with the word “ARTS” must be a least the size of a nickel, although the size of a quarter is preferable. [Please see the Logo Usage Guide](https://www.dropbox.com/s/ht2uflmhberg3jp/Logo%20Usage%20Guide%20-%20READ%20FIRST.pdf?dl=0).