



Overview for Award Management

Managing your award takes place after you have confirmed acceptance of the funds by signing a Letter of Agreement. This agreement is a contract that specifies details about implementing the grant project, reporting progress, and completing the closeout requirements. The Maine Arts Commission can assist you with any questions about compliance of the grant terms and conditions. If you need forms or more details about information listed in this document, the Grants Help page is an excellent resource.

<https://mainearts.maine.gov/Pages/Funding/Grants-Help>

Whitelist the email address donotreply@maine.gov. This is the address that sends notices about grant awards and funding information. Emails can sometimes end up being filtered by your spam detector.

Two-part payments. If the payment for your award is made in two parts, (one at the time of notification and a second in the next fiscal quarter (January)), you will be contacted prior to the second payment and may need to sign an additional LOA.

Maine Arts Commission Directory Listings - It is important that awardees have current and correct information for their individual listing and organization listing (if there is one). Also check that the list of individuals associated with your organization is accurate. Please note that if you have had a recent address change you will need to change the information in your account as well as fill out and submit a Vendor Form reflecting the update.

Vendor Code- If you have been offered a grant or a fellowship but do not have a vendor code, you will need to get a vendor code as soon as possible. Without a vendor code the award cannot be paid out, and if an applicant is unable to get a vendor code in a timely manner, the award offer will be withdrawn. The Grants Help page has Vendor Forms for requesting a vendor code.

Assurance Form – The Assurance Form spells out the terms and conditions of funding and must be agreed to before a grant can be awarded. It is a document informed by the National Endowment for the Arts and assures the grantor that the awards will be used in an appropriate manner. The Assurance Form is part of the application.

Letter of Agreement – The Letter of Agreement is the document that the grantor and grantee sign to formalize the relationship. A link to this document is sent with the award notification to successful applicants. This is currently done by email. The applicant is instructed to sign it and submit it to the



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Agency. The Agency signs it and uses the document to process the release of the award funds. Executed LOAs can be accessed on the [State of Maine Website](#).

Crediting the Maine Arts Commission- Credit for grant support must include the agency logo and the following language: ***“Funded in part by a grant from the Maine Arts Commission, an independent state agency supported by the National Endowment for the Arts.”***

Notifying your state legislators - Notices about your award can be done by mail, email, social media, or other means. We encourage you to invite your legislators to your events and ask them to make comments or introduce programming. You can find their contact information on the State site: <http://legislature.maine.gov/>

Award Spending Calendar - The funding cycle for most Maine Arts Commission awards takes place between July 1 and June 30 each year. Grant funds must be used within that time period. A project can have elements that take place outside of these dates; but grant money must be used for expenses that occur only within this timeframe. If a project extension is needed to complete the project, the agency may allow an extended timeline. A formal request must be made for this.

Partial Funding- You may not be offered the full request amount that is cited in your application. If you are able to undertake the project with only a part of your full request being granted, you should be prepared to explain how you made up for the shortfall when you file your Final Report. This could be done by acquiring additional funds, scaling back your project, implementing efficiencies, etc. If you are unable to undertake your project with the reduced award, you must decline the funding.

Changing fund-use of an award- Altering how an award would be used from what is detailed in the application is discouraged. However, if circumstances make it impossible to complete the project (as stated in the application) a request to make alterations may be submitted. The change(s) requested should still fulfill the intent of the project and identify compelling circumstances for the alteration. Reasons for doing this could include moving a rain-canceled project to an event later that year, hiring a comparable artist to replace an artist that canceled, changing venue locations if problems arise with original location, etc. The use of funds must still take place within the spending calendar of the award cycle.

Contract Amendment- As long as the use of funds takes place within the spending calendar of the award cycle, a formal request to change a timetable is unnecessary. However, timeline changes must be included and explained in the Final Report. If the fund-use of a project will go beyond the end date listed on the Letter of Agreement (usually this is June 30), a formal request must be made. Please contact the Maine Arts Commission Grants Director for more information. If approved, you will need to submit a completed form.



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Returning an Award Project Extension Reason – Awardee declines/returns Award

Final Reports – To close out an award you must complete a Final Report. These are due for all grants by the end of the agency fiscal year on June 30. It is recommended that Final Reports be submitted just after the end of the project. Failure to submit a final report could affect future funding allocations to the applicant. Be prepared to share information in the Final Report including a project narrative, final budget, and documentation images and examples of proper Crediting the Maine Arts Commission.

Executed contracts/LOAs -A copy of the signed agreement can be found on the State of Maine Website as searchable PDF images. If you need a copy of your Maine Arts Commission contract/LOA you can find it online through a simple search.

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

Separate email notifications are sent to the applicant when they upload their application, after the deadline when the application is processed, and when the Commission approves the minutes for award disbursement (award notification). Award notifications are usually emailed in mid-July or mid-September depending on the deadline. For grantees who have not completed their Final Report by the end of the fiscal cycle, the agency will email a reminder about that.

Links to Maine Arts Commission logos:

- https://mainearts.maine.gov/CMSContent/arts_communications/2016_MAC_Logos/MAC_2016_logo_RGB_Lg.png
- https://mainearts.maine.gov/CMSContent/arts_communications/2016_MAC_Logos/MAC_2016_logo_2C_PMS375_K.eps