

CALIFORNIA ARTS COUNCIL GRANT INVOICE INSTRUCTIONS

CAC-590 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

PART A - GRANT INFORMATION

Complete all lines. Under Grant Period enter the agreement dates in this format: "mm/dd/yyyy to mm/dd/yyyy." Check the type of request for which you are invoicing.

PART B - 90% ADVANCE PAYMENT

Complete Part B if you are requesting an advance payment of 90% of the grant award. To calculate your payment amount, multiply your grant award amount by 90%.

PART C - 10% FINAL PAYMENT

Complete Part C if you have done **ALL of the following:**

1. Completed the Scope of Work (Grant Activities)
2. Submitted the CAC/NEA Grants Activity Survey
3. Submitted the final report, if one is required.

(Reporting requirements are outlined in the *Grant Agreement Special Terms and Conditions (Exhibit D), Program and Reporting Requirements (Exhibit D; Appendix A.)*)

CERTIFICATION

Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing your payment.

MAIL ADVANCE PAYMENT INVOICE (WITH YOUR SIGNED GRANT AGREEMENT AND ALL OTHER REQUIRED FORMS) TO:

CALIFORNIA ARTS COUNCIL
CONTRACT ADMINISTRATOR
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814

MAIL FINAL PAYMENT INVOICE TO:

CALIFORNIA ARTS COUNCIL
ATTN: **(include CAC project manager's name here)**
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL YOUR GRANT PROJECT MANAGER OR THE ACCOUNTING OFFICE AT (916) 322-6371.