

## RoyOMartin Arts Funding FY2017 **Grantee Compliance Checklist**

\_\_\_\_\_ Attend/ hold a **compliance meeting with the CDC** and **fill out, sign, and turn in your Grant Contract Agreement form** by Friday, Apr. 28<sup>th</sup>, 2017.

\_\_\_\_\_ Ensure that the **logos** for **RoyOMartin** and the **Arts Council of Central Louisiana** appear next to the **acknowledgment statement** listed below, on any performance venue **marquee(s)**, and any other forms of print/ broadcast promotion:

**“Sponsored by RoyOMartin through a grant administered by the Arts Council of Central Louisiana.”**

\*Note: When multiple sponsors are listed on the marquee, the names **“RoyOMartin”** and **“Arts Council of Central Louisiana”** must be included in the list.

\_\_\_\_\_ **Acknowledgment statements** and **logos** used in **program booklets** must be **allocated space** on the **program page** which lists program content and sponsors of the project for which funding is being received, using the ACCL and RoyOMartin logos. **The allocated space must equal no less than one-half page advertising space in the program.**

\_\_\_\_\_ At the **bottom of the program page**, in **no less than 10 pt. type** will appear the following statement:

**“This project is supported by a grant from RoyOMartin as administered by the Arts Council of Central Louisiana.”**

\_\_\_\_\_ Where a **list of donors** to the organization appears in **any playbill, program booklet**, or any other **publication**, both **RoyOMartin** and the **Arts Council of Central Louisiana** **MUST** appear in the **appropriate category**.

\_\_\_\_\_ Notify the Arts Council of Central Louisiana if there are **any changes** to the project during the course of the grant cycle. (See Grant Contract Agreement form for instructions – a copy of the amendment page is included).

\_\_\_\_\_ Provide **ACCL Executive Director** and **CDC** with **eight (8) complimentary tickets** and **invitations** to any **events/ Patron Receptions** to allow for **site visits** to said events.

\_\_\_\_\_ Turn in **Final Report** 30 days upon completion of project or no later than **Thurs., March 1<sup>st</sup>, 2018**.