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GCA FY25 Arts Education Program Grant - Contract Package

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To: "kristin.querubin@gmail.com" <kristin.querubin@gmail.com>, "dnmurphy0505@gmail.com" <dnmurphy0505@gmail.com>

Cc: Emily Yewell Volin <EVolin@gaarts.org>

Congratulations on receiving **GCA's FY25 Arts Education Program Grant!**

Please find attached the FY25 GCA Arts Education Program Grant Contract and the Grant Management Handbook, which contains all of the instructions that you need to complete and return your grant contract documents, as well as details about managing your grant throughout the year.

The signed Contract will be submitted via the GCA online grant system at <http://gaarts.org/apply>. If you did not receive a GCA grant in FY24, the Supplier Change Request (SCR) Form, W-9 Form, ADA Checklist, and Residency Verification will also be submitted via the GCA online grant system at <http://gaarts.org/apply>. Complete instructions for each document in the contract package are included in the FY25 Grant Management Handbook. **Please read the Handbook for complete instructions on submitting this paperwork.** The contract and required documents must be submitted no later than **August 19, 2024.**

All grantees must submit to GCA:

- A signed contract

Grantees who did not receive a GCA grant in FY24 must submit the following forms, which are available via links within the online grant system contract package return form:

- Supplier Change Request (SCR) Form
- W-9 Form
- ADA Checklist
- Residency Verification (by registering for or confirming registration with E-Verify and submitting an affidavit)

If you received a grant in FY24 and have changes to your banking information, then you will need to submit a new Supplier Change Request (SCR) Form.

If you received a grant in FY24 and have changes to your mailing address, then you will need to submit a new Supplier Change Request (SCR) Form and a new W-9.

If you received a grant in FY24 and have changed physical locations, then you will need to submit a new ADA Checklist.

Also, if a Corrections and Stipulations (C&S) Memo is attached to this email, please open and read the file. If the memo includes specific action that is required, then please add your C&S Memo response to the designated section of the Contract Return Form in GCA's online grant system.

Please contact Delilah Johnson at dbrown@gaarts.org or 404-962-4837 if you have any questions about the contract, forms, or grant payments.

Please contact GCA Grants and Arts Education Program Manager Emily Yewell Volin at evolin@gaarts.org or 404-962-4015 if you have general questions about the Arts Education Program Grant. We look forward to working with you this year.

Allen Bell

Director of Grants and Research



Georgia Department of Economic Development

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abell@gaarts.org | GAArts.org

2 attachments

 **FY25 Grant Management Handbook - FINAL.pdf**
608K

 **FY25 AE 24 Hawthorne Foundation.pdf**
558K