

**REMINDER OF INTER|ARTS GRANT CONDITIONS**

- Up to 50% of the Inter|Arts award may be invoiced for in advance of the activity. Only the Invoice Cover Letter is needed to receive the advance.
- Inter|Arts grant awards must be matched 1:1 with outside funds towards the same project. Matching expenses can include overall presentation expenses for visiting artists (i.e. marketing of performances, artist fees, housing, travel, technical/production, etc.)
- Inter|Arts monies received may not be used towards travel, food, housing expenses.
- The grant award period is July 1, 2004 through May 30, 2006.
- Organizations may submit **up to two** invoice packets between July 1, 2004 and May 30, 2006.
- Final invoices must be postmarked by May 30, 2006 or else the remaining grant award will be forfeited.

**EACH INTER|ARTS INVOICE PACKET MUST INCLUDE** (excluding the advance request)

- 1 Invoice Cover Letter - original, dated and signed on the organization's letterhead.
- 1 Invoice Report - original, completed and signed for each invoice packet submitted.
- 1 Proof of Recognition - printed program/flier/website posting that illustrate proper credit has been given to the Los Angeles County Arts Commission, the Los Angeles County Quality and Productivity Commission, and the National Endowment for the Arts

Payment usually takes about four weeks from the Arts Commission's receipt of a complete invoice packet.

- **1 INVOICE COVER LETTER - ORIGINAL, DATED AND SIGNED**

When submitting the invoice, use your organization's letterhead and use the following wording:

*"We request payment in the amount of \$ \_\_\_\_\_ pertaining to our Inter|Arts activity(ies) as provided in our Los Angeles County Contract #MC \_\_\_\_\_."*

[The contract number begins with the letters MC followed by four numerals and is found in the upper right corner on the first page of the contract/agreement.]

[Tax I.D. Number]

A member of the board or staff with signing authority must sign the invoice cover letter. The date of the letter must be consistent with the date the invoice packet is mailed.

- **1 INTER|ARTS INVOICE REPORT - ORIGINAL, COMPLETED AND SIGNED**

The organization is required to submit one invoice report with each invoice packet. The Inter|Arts Invoice Report Form can be accessed from the Arts Commission's web site at [www.lacountyarts.org](http://www.lacountyarts.org) under *International Initiatives, Inter|Arts Grantee Information*. The form can be downloaded and filled out using Microsoft Word (PC).

- **PROOF OF RECOGNITION**

As part of the invoice packet, include verification of the required recognition for the Arts Commission, Quality and Productivity Commission, and the National Endowment for the Arts. Recognition may include logo placement or listing the three agencies as a donor/supporter on printed materials – flier, newsletter, press release, or website.

**SUBMITTING THE INVOICE PACKET/QUESTIONS**

R. Renae Williams, Director of Grant Programs  
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Invoice Packets must be sent via regular mail. E-mailed or faxed invoices will not be accepted.