

Dear [SubmitterFirstName] [SubmitterLastName],

We are pleased to announce that your project has been awarded an FY23 Louisiana Project Grant in the amount of \$_____. The activity period for this award is October 1, 2022 - September 30, 2023. Congratulations on your award!

AGREEMENTS/FORMS – Your grant agreement is now available in Submittable. Please sign and upload the agreement along with the request for first payment. Attachments A and B of the agreement are used to note any and all changes to the original grant application. Attachment A allows for changes in the scope of your project and Attachment B is for project budget adjustments. Once your agreement and request for payment have been uploaded, and the Arts Council receives funding from the Louisiana Division of the Arts, you will receive the initial payment of 75% of your grant award. Be sure to familiarize yourself with the latest [Louisiana Project Grant Guidelines](#).

GRANT ACKNOWLEDGEMENT - Grant recipients are required to acknowledge the Louisiana Project Grants program at public presentations, in print, electronic, and broadcast promotion, and in printed programs pertaining to grant-funded activities by using the credit line and logos found in the grant guidelines and also [online](#).

FINAL REPORT/FINAL PAYMENT - **A final report must be completed in the Submittable system after the completion of your grant-sponsored activities or by October 30, 2023.** Once your final report has been reviewed and accepted, you will receive the final 25% of your grant payment. Failure to submit a final report by the October 30th deadline will result in a penalty loss of grant funds.

GRANT MONITORING - Grant activities will be monitored by the Arts Council's Community Development Coordinator. Please notify us of the dates for scheduled activities and provide at least two complimentary tickets if a program is not free of charge.

NOTIFYING LEGISLATORS - Grant recipients are asked to thank and inform local legislators in writing of activities funded by the LPG program. Grantees are also encouraged to invite state legislators to grant-sponsored activities, especially events that are free to the public. Legislators' contact information is available at www.legis.state.la.us.

AVAILABILITY OF FUNDS - LPG grants are contingent upon the Arts Council's receipt of state funds. If the State of Louisiana imposes a mid-year cut to the program, all grants would be reduced by the same percentage.

We wish you much success with your arts activities!

Sincerely,

[StaffFirstName] [StaffLastName]