

Protect Your Public Value Partnerships Grant

*****All the things you need to know to maintain your PVP Grant**

You are receiving funds from this program and you and/or your Public Value Partner Liaison Board Member are responsible for completing all reporting requirements.

The grant period began July 1, 2010 and runs through June 30, 2015 (extended to five years), provided the grantee organization continues to meet eligibility requirements. Grant awards are \$2,000-\$10,000 **per fiscal year**. The Montana Arts Council's fiscal year runs July 1 – June 30.

Important Dates for Your Calendar

Mid-June (every year): Annual Reports Available Online

September 30 (every year): Annual Report Due

September 30, 2014: Annual Report/ FY16-19 Application Due for Existing Grantees

April 2015: FY16-19 Application Due for New Applicants

Spring 2015: FY16-19 Application Review

July 1, 2015-June 30, 2019: Next PVP Grant Period

Annual Reporting Requirements

Between July 1, 2013 and Sept. 30, 2014 you'll need to make time to meet the following requirements.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS. Activities should not duplicate what was reported last year.

Face-to-Face Local Legislator Meetings

During the year, you and/or your PVP Liaison Board Member are to meet with your local legislators (these are your Representative and Senator who serve in Helena during the legislative session) to reinforce the public value of the work your organization is doing in the community or for people. Please provide a short written narrative about that meeting or meetings. Please include dates and people attending. Just inviting them to events or sending them postcards or letters is NOT enough to satisfy this criteria. Meeting only with city or county officials will not satisfy this criteria. Take this opportunity to learn what matters to your political leaders and then you can make connections between what they care about, and the work that you do. This is one of the most important parts of the Public Value Partnership program.

To find the Representative and Senator who represent your legislative district, visit

<http://leg.mt.gov/css/find%20a%20legislator.asp>

U.S. Congressional Contact

Contact your US Congressmen (Representative Daines, Senator Tester, Senator Walsh). We request that you or your PVP Liaison Board Member visit your local U.S. Congressional Staff Office if one is located in or near your city (check the Congressmen's websites for their local offices), invite your U.S. Congressional Delegates to events, and write to your U.S. Congressional Delegates about the public value of the work you are doing. Please tell us about any other U.S. Congressional Contact. Please include ALL THREE Congressmen in your efforts. If you are writing to them in Washington, D.C., it's best to use email since regular mail has to go through special screening that can cause month-long delays.

Photographs

Two photographs of your organization's activities in progress (see information on annual report)

Annual Reporting Deadlines & Extensions

Your annual report must be submitted by 5:00pm (MDT) on September 30 unless you request an extension, in writing (email is fine), prior to this deadline. If the 30th falls on a weekend or holiday, reports are due by 5:00pm (MDT) the first business day following the deadline. Reports cover the previous fiscal year (July 1-June 30) and are submitted online. See below for logon information.

How to Get Your Money

Upon receipt and approval of the online annual report you will be eligible to receive your next fiscal year payment. All other reporting for Montana Arts Council programs (Cultural Trust etc) must be current before payment will be issued. You are responsible for the annual report. If you don't follow through with your annual report, funding will stop.

Your Public Value Partnerships grant is online at MAC's online grant provider, Foundant. To log on:

You may use the link from our website (www.art.mt.gov) or save the following link to your favorites to log on. <https://www.grantinterface.com/Common/LogOn.aspx?eqs=y0lvNTomAgVA2A0t7dII-H8njA1NVVBa0>

You will need the original applicant email and password to log on the first time. You can then change the contact information and password in the system. DO NOT CREATE A NEW LOG ON. All of your PVP grant info is already attached to an organization log -on in the online system. If you don't know the original log-on info or need any help with this, please contact the Montana Arts Council. (Kristin 444-6449 or kburgoyne@mt.gov)

When is my Next Application Due?

Your current grant cycle will be complete June 30, 2015. The FY14 Annual Report (due Sept 30, 2014) is will serve as your application for the next four-year cycle. (FY16-19). Please take extra time to make sure your answers to the narrative are very compelling because funding will be very competitive.

If you have any questions, please contact Kristin Han Burgoyne kburgoyne@mt.gov or 406-444-6449.