

## Memorandum

Date: October 15, 2013  
To: All FY14 Organizational Grantees  
From: New Jersey State Council on the Arts  
Re: FY14 Grant Agreement

Congratulations again on your award from the New Jersey State Council on the Arts!

The State's System for Administering Grants Electronically (SAGE) is now available for filing your FY14 Grant Agreement/Contract. All FY 14 Grant Agreements/Contracts must be filed electronically through the SAGE system. SAGE is easy to use if you read and follow the instructions on the system.

The **deadline** to submit your Agreement will be 45 days from receipt of hardcopy of this notice (the date you signed for the envelope that contained this memo) or 60 days for colleges, universities and units of government.

**Submission of the Agreement** involves completing the required information and hitting the "submit" button by midnight on your deadline date, after which time the system will be closed to you. You must also postmark the signed Grant Agreement Data Sheet and signed Payment Voucher along with any documents that might be required as noted in Attachment C. **Your Agreement is not considered fully received until all required and hardcopy signed documents reach the Council offices.**

Organizations are encouraged to submit early as Agreements are reviewed and processed in the order received. If your organization is unable to meet the filing deadline it is very important that a **request for extension** be filed in writing **before the deadline**. Please use the Document Filing Extension Request form on the Council's website at [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov) noting both the reason an extension is needed and the requested new deadline date.

Extensions will delay payment and are strongly discouraged and may not be approved. **Deadlines to file will not be extended past December 31, 2013** for Agreements available at this time. Please be aware that failure to file an **Agreement by December 31, 2013 will initiate steps to withdraw the award**. Grantees should be mindful of submitting their agreements on time and be sure to address any corrections or deficiencies that are communicated by Council staff right away as incomplete or incorrect Agreements cannot be executed and payment cannot be released. **All Agreements must be fully executed by March 31, 2014 or similar steps will be taken to withdraw the award.**

### To access the SAGE system visit

<https://treasuryapps.state.nj.us/NJDOTSAGE/Login.aspx?APPTHEME=NJSAGE> and use your current login and password. If you do not have a login and password or do not remember your login and password, please contact [Angelo.Hall@sos.state.nj.us](mailto:Angelo.Hall@sos.state.nj.us) or [Patricia.Hamilton-Ross@sos.state.nj.us](mailto:Patricia.Hamilton-Ross@sos.state.nj.us).

Please **review the instructions**, which will guide you through the completion and submission of the Agreement and refer to them frequently as you work on your Agreement. Be sure you **read the Agreement carefully**, including those sections for which you do not need to fill in information, to assure you are aware of the commitments you are making in signing the Agreement.

Some Grant Agreements may have additional requirements specified in **Attachment C**. Please review the information in Attachment C and contact a member of the Program Staff immediately

with any questions. If the specifications require submission of documents or materials, they should be mailed with your signed Grant Agreement Data Sheet and Payment Voucher.

Organizations **with more than one grant are required to complete the Multiple Grants Match Documentation Form** to assure that match requirements are fully met for all NJSCA grants awarded. If required, please **only file the Match Documentation Form once** with your GOS/GPS Grant Agreement. Those organizations with only one NJSCA grant are not required to complete this form.

If you are a new grantee (not already in the State's Treasury system) a W-9 form will be enclosed and must be completed and returned with your Grant Agreement (or sooner) in order to set up your organization on the Treasury system.

If your grant includes National Endowment for the Arts funds re-granted by the Council, your package will contain supplemental information outlining the requirements as a recipient of federal funds, such as having a DUNS number. If federal funds are part of your grant award, it will be noted on Attachment E.

**For the Council to process your first payment, the following conditions must be met:**

- Grant Agreement must be complete and correct;
- All terms and conditions must be met on prior year grants;
- Organizations must be current in annual reporting to the Division of Revenue and Charities Registration and in filing required financial audits/statements.

We look forward to another great year full of the wonderful arts programming you provide for the people of our state. We wish you great success in accomplishing your goals for 2013-2014.

**NOTE:** *Additional materials for recipients of federal funds and new grantees have been mailed separately*