Congratulations. We are thrilled to be able to help you support your school! Please follow the steps below to receive your award. Once your final report is verified, a check will be mailed to your school within 60 days.

1. Confirm your acceptance of the award by May 1, 2020. Have the award contract signed by your school principal (we will accept an electronic signature) return to: jennifer@michiganyoutharts.org

2. Notify your Legislators
By sending a letter of thanks to the senator and representative for your school’s district, you are helping ensure that officials in Lansing know how important it is for them to provide continued support and funding for arts and cultural education. Feel free to use the template provided.

3. Publicize your award.
You must include 1) the Michigan Youth Arts logo, 2) the Michigan Council for Arts and Cultural Affairs (MCACA) logo, and 3) the statement, “This activity is supported by Michigan Youth Arts and the Michigan Council for Arts and Cultural Affairs” in any materials related to your grant.

4. Compile your financial information.
You will be asked to provide the following information when you complete your final report online:

   **Teacher Cost-Share:**
   Determine the number of hours spent instructing students and actual time the purchased supplies are used, and multiply that by your hourly rate of pay to determine the teacher cost share. The final report auto calculates this for you once you plug in your numbers: Time spent (hours) x your hourly rate ($00) x hours per week supplies are used x weeks per year supplies are used = Teacher Cost-Share. If you do not wish to use your actual hourly rate then use $30 per hour. We know this is just an estimate but be as realistic as possible.

   **Purchase Receipt:**
   Include an attached copy of your final receipt for your purchase. This can be a receipt, invoice or detailed statement.

5. Submit your final report.
Submit your final report and invoice to jennifer@michiganyoutharts.org

6. Wait for reimbursement.
Michigan Youth Arts will verify your report and mail a check within 60 days of receiving and verifying your final report.
SAMPLE LEGISLATOR LETTER

Look up the contact information for your school district’s state legislators. You can send your letters via email or regular US mail. Legislative district numbers can be found here:

Senate - http://www.senate.michigan.gov/fysbyaddress.html

Remember that these letters need to go to your senator and representative in Lansing, **not** your U.S. congressional representative or either of Michigan’s two U.S. senators.

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The Honorable [Senator/Representative]
Address
City, State ZIP

Dear [Senator/Representative],

Thank you for your continued support of arts education in schools and through organizations like Michigan Youth Arts and the Michigan Council of Arts and Cultural Affairs. Your support enables us to provide our students with excellent opportunities within the arts. We recently received an Arts Equipment & Supplies award of $[xxx] from the Michigan Council of Arts and Cultural Affairs... [Summarize what you were able to purchase and do with your supplies here. Let them know how many children were served, what took place, and how necessary the grant was for your program].

Thank you again,
[Principal/Teacher]
[School Address]

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Questions?
Email jennifer@michiganyoutharts.org or call Michigan Youth Arts at 248-545-9200

This activity is sponsored by the Michigan Council for Arts and Cultural Affairs