

From: Julie Zhou [<mailto:julie.zhou@artsmidwest.org>]

Sent: Friday, April 26, 2019 8:11 AM

To: Sydney Joyce <Sydney.Joyce@co.nevada.ca.us>; Laura Pappani <Laura.Pappani@co.nevada.ca.us>

Subject: You have received an NEA Big Read grant!

Congratulations!

Nevada County Community Library has been selected to receive a grant to participate in the NEA Big Read! Arts Midwest and the National Endowment for the Arts look forward to working with you on this program. Please carefully read the rest of this email as it contains important next steps.

Your organization was awarded a grant of \$15,000. This grant is contingent upon funds to be received by Arts Midwest from the National Endowment for the Arts: CFDA (Catalog of Federal Domestic Assistance) #45.024. This grant must be indicated as federal funds within Nevada County Community Library's records.

We highly recommend that you schedule a time to speak with Arts Midwest staff to review the panel's feedback on your application to make your NEA Big Read as strong as possible. To schedule a time, send an email request to neabigread@artsmidwest.org.

Please verify the following information and let us know of any changes immediately:

- Payments and the Grant Agreement will be issued to Nevada County Community Library as the legal entity.
- The recipient of the award will be publicized as "Nevada County Community Library." If this publicity name is incorrect, please let us know how your organization would prefer to be publicly recognized.
- Payments will be mailed to: 980 Helling Way, Nevada City, CA, 95959-8619.

Important things to know:

There is a media embargo.

We know you'll want to share the exciting news about your grant, but we ask that you wait to share it publicly until the National Endowment for the Arts (NEA) issues a news release that announces the selection of grantees. This announcement is scheduled for Wednesday, June 12, 2019. We encourage you to issue your own news release once the NEA announcement has been made. A sample news release will be available in the NEA Big Read Online Community soon. While you should not publicly announce your selection before the National Endowment for the Arts does, you are allowed and encouraged to continue program planning internally with your partner organizations until then.

Proper naming of your program and adhering to the crediting requirements are very important.

The National Endowment for the Arts wishes to achieve unified branding for the program across all awarded organizations across the country. Toward that end, you must call your program "NEA Big Read" or "NEA Big Read: [your city]." **The program logo will be changing for the 2019-2020 grant cycle, and will be updated on the Arts Midwest website and in the Online Community at the close of the 2018-2019 grant cycle, on or around July 1, 2019. The new logo will be provided to you along with a PR Toolkit at the start of your NEA Big Read orientation on June 3. In the interim, please do not use any archived logos in creating your NEA Big Read materials.** Refer to the Standards Manual at the end of your forthcoming grant agreement for the official crediting requirements for NEA Big Read. Failure to comply with crediting requirements may jeopardize future awards from Arts Midwest and the National Endowment for the Arts. If you have any questions, please do not hesitate to reach out to us at neabigread@artsmidwest.org.

The official grant agreement between Nevada County Community Library and Arts Midwest must be digitally signed by May 24, 2019.

The person that was designated in your application as the Grant contact will receive another email shortly from Joshua Feist or Julie Zhou via DocuSign. It will include a link to sign your Grant Agreement, an Assurance of Compliance, and Standards Manual. Together, these documents represent an official agreement between Nevada County Community Library and Arts Midwest, on behalf of the National Endowment for the Arts. Please read everything thoroughly and have the appropriate individual digitally sign the Grant Agreement by May 24, 2019. If you have a question about this process or any of the documents, please contact Arts Midwest before signing.

Manage your award with the NEA Big Read Online Community.

The NEA Big Read Online Community (<https://artsmidwest.force.com/neabigread>) is your central place for managing your award and includes items such as sample news releases, downloadable logos, the Standards Manual, access to add and edit your Big Read events, and more. You should already have access to the Online Community, which is where you submitted your application. If others from your organization need access then please let us know by providing a name, title, and email address.

You will be required to submit a final report.

The NEA Big Read final report consists of a narrative, partner lists, final budget, final engagement listing with attendance figures, and examples of crediting/promotional materials. The final report must be submitted no later than 45 days following the conclusion of your programming. You may access your final report at any time once you have logged in to the NEA Big Read Online Community.

Mark your calendars for the week of June 3.

Keep an eye out in the NEA Big Read Online Community for the schedule of online orientation activities which will take place during the week of June 3. Webinars and conference calls will be held to introduce all Big Read participants and key partners to the current program details. We encourage representatives from partner organizations and other key staff to join the activities.

We're here to help!

Arts Midwest's role is to work directly with you on all aspects of your activities and to ensure the goals of the NEA Big Read, as set forth by the National Endowment for the Arts, are met. If you have questions, please contact the NEA Big Read team at Arts Midwest: neabigread@artsmidwest.org or 612.238.8010.

Once again, congratulations on your selection!

Sincerely,

Joshua Feist, program director

Julie Zhou, program associate

NEA Big Read

Arts Midwest

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Arts Midwest promotes creativity, nurtures cultural leadership, and engages people in meaningful arts experiences, bringing vitality to Midwest communities and enriching people's lives.