NDCA ARP Fund
Accepted Documentation Guide

Documents must provide key information about expenses:

**DATE:** When did the transaction, contract agreement, or payment occur?

**DESCRIPTION:** What was the purchase for? What services were provided?

**AMOUNT:** What is the NET payment for employee salaries? How much was the purchase PRE-TAX? How much is the contracted or artistic fee?

**PARTIES AND LOCATIONS INVOLVED:** Who did you contract with? Where did your purchases occur? For Organizations, what location do the utilities bill or rental storage invoice cover?

Individual artists and Organizations have different parameters for eligible expenses. Please review the NDCA ARP Fund Guidelines to see which expenses and documentation are covered by your grant category.

If you have any questions, please send an e-mail to ndcagransend.gov
RECEIPTS
Itemized receipts from stores, suppliers, online purchases, etc., that depict what was purchased, the date of purchase, and reflect the PRE-TAX amount spent. For tracking purposes, add your name (Individual or Organization's name) to the receipt.

Example 1

Example 2

Example 3
CONTRACTS
Provide any agreements for work performed by yourself or in partnership with another Individual/Organization. Ensure a description of the work and the date in which the contracted work took place is included. Contracts should specify who was involved and the amount provided for the work.

PERFORMANCE AGREEMENT

THIS AGREEMENT is made on this 22nd day of November, 2021, by and between C. Jaymes (Name of Band) (includes accompanying musicians as described below, hereinafter referred to as "Artist") and Midwest Music Festival (Name of event), the Purchaser, having its principal place of business at City Fairgrounds, who is to conduct an annual event (hereinafter referred to as "Purchaser").

Purchaser desires to book performances for Artists and Artists are ready to provide performances at such bookings made by Purchaser on the terms and conditions of this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Band: The name of the Band is C. Jaymes and SS# or Fed. Tax ID # of Band is 123-45-6789

2. Location of Performance: Performance shall be at: City Fairgrounds, 100 W Avenue, City, ND 58878

3. Date(s) and Time(s) of Performance:
   (a) The Performance shall be on December 16, 2021
   (b) The time(s) of the Performance shall be 2 PM - 5 PM
   (c) Number of sets and duration of Performance shall be 1 Full Hour Set(s)
   (d) Time for loading:
   (e) Time for sound check: 1:30 PM

4. Agreement to Perform: Artist agrees to provide the Performance in accordance with the terms of this Agreement and any attached addenda or riders.

   Provide a live music performance for the duration of the Midwest Music Festival

5. Price of Performance: Purchaser shall pay Artist
   (a) A total Compensation of Six Hundred dollars ($600)
   (b) A deposit of Two Hundred dollars ($200) on 12/1/2021

6. Artist's Right to Terminate: If the deposit has not been paid within the time

C. Jaymes  Pete William
Artist Signature  Festival Coordinator
PAYROLL DOCUMENTS

Any employee whose pay is submitted for reimbursement must have accompanying documentation that reflects NET PAY. Include the name of the employee, the date range for the payment, and the NET PAY. These documents are for full-time or partial-time employees. Any individual providing work on a contractual/stipend basis will require the submission of a contract or invoice.
INVOICES

Ensure a description of the service provided or items purchased are included and that the PRE-TAX amount is provided, if applicable. The names of the individual providing the service and the individual/agency for which the work was provided should be listed as well as the dates of service.

MEADOWLARK MURALS

INVOICE #056
For Work Provided to:
Juneberry Boutique
123 Main St., Bottineau, ND

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Supplies</td>
<td>-</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Consultation and Prep Work (hr)</td>
<td>4.5</td>
<td>40</td>
<td>180.00</td>
</tr>
<tr>
<td>Painting Services (hr)</td>
<td>7</td>
<td>40.00</td>
<td>280.00</td>
</tr>
<tr>
<td>Transportation Fees</td>
<td>-</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*Mural Design and Painting Services Rendered to Juneberry Boutique between June 25, 2021 - August 1, 2021*

**TOTAL AMOUNT:** $770.00
**TAX:** $115.50
**AMOUNT DUE:** $885.50

MADDY MEADOWLARK
Mural Artist

45 Easy Lane, Minot, ND 58701
+1 701 290 3609
maddymeadowlark@yahoo.com
maddymeadowlark.com

THANK YOU!
UTILITY BILLS (Organizations ONLY)

Bills should reflect the date of coverage and information about the location to which the bill is affiliated. Ensure you include the name of the agency providing the utility service and the amount of the bill.

Costs related to home offices are unallowable.

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Example 1

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Example 2
RENTAL AGREEMENTS
Office space or rental storage agreements should include information about the rent amount, a description of the property/unit/building/space, and the dates covered by the lease (Organizations ONLY).

Renting an event space for a workshop or presentation should include information about the rental cost, rental terms, and dates covered by the rental agreement (Individuals ONLY).

Include the name of the individual/agency who is providing the rental.

Organizational Rental Agreement

Individual Artist Rental Agreement
TRAVEL/LODGING REIMBURSEMENT (Individuals ONLY)

Mileage must be calculated at the North Dakota state rate of $.56 cents per mile. Provide all lodging receipts that contain details regarding the dates, amount, and where you stayed.

Maddy Meadowlark
Williston Painting Workshop
Travel Log

10/12/21: Travel from Minot to Williston
121.8 miles x $.56 = $68.20

10/14/21: Travel from Williston to Minot
121.8 miles x $.56 = $68.20

Total Travel Reimbursement: $136.40

Keep track of your travel mileage and travel dates for your Final Report. Provide a document similar to the one above.
PROMOTIONAL ITEMS (Individuals ONLY): For your Final Report, save screenshots of Facebook events, web pages, or online promotions; or provide images of event posters, programs, etc., that include information about the workshops, presentations, or artwork you produced.