

**ALL of this information is important and can delay or cancel the payment of your grant if not satisfied.**

**BEFORE THE COMPLETION OF THE APPLICATION:**

- Start early! Do not wait until the last minute to apply. Due dates are non-negotiable and can be located [here](#). It is strongly recommended that you begin the online application **BEFORE** the due date, in order to handle any unforeseen developments that may prevent a timely submission.
- To receive grant payments, the Commonwealth requires that you register a Vendor Account with the Vendor Data Management Unit (VDMU.) Once you have registered, you will be issued a **Vendor Number** (also known as SAP Vendor Number) and will be eligible to receive an award.

New grantees should register for a **Vendor Number** here: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> . Most grantees will select the 'nonprocurement' link found there. You will then be taken to a registration page; please fill out the required fields and wait until you are issued your SAP vendor number.

As a non-procurement vendor, you will be responsible for updating your Vendor Account listing with any changes to your organization's name, address, banking, or other information. Incorrect vendor information will delay disbursement of your award, if granted. Once you have been issued a Vendor Number, any updates to your listing can be done here: <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

The Vendor Data Management Unit (VDMU) is a Commonwealth entity unaffiliated with the Council on the Arts. If you have any issues with registering your organization, email their resource account at: [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov)

- Payments are no longer being made by paper check.** For information about ACH payments, please visit: <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>
- Registration with the Pennsylvania Bureau of Charitable Organizations** – Registration is required (with certain exceptions) of all nonprofit organizations which solicit funds. More information is available by contacting the Bureau, a division of the Pennsylvania Department of State, at 1-800-732-0999 (within Pennsylvania) or going to [www.dos.pa.gov](http://www.dos.pa.gov).

**DURING THE COMPLETION OF THE APPLICATION:**

- \*NOTE:** To submit an application visit <https://www.esa.dced.state.pa.us/login.aspx?var=5>. Should you not see the 'apply' link. Go back to your home screen and enter the 'User Settings' tab at the top. From here, ensure that all the required fields are completed. Once the fields are completed do another search for the application.
- Use the EXACT same name and address of your organization as registered with your Vendor Account. **To confirm that your information matches, please see the second bullet of this document.**
- Enter the VDMU-provided Vendor Number in the appropriate field in the PCA application.
- Enter your FEIN number in the appropriate field in the PCA application.
- Confirm that your organization is up to date with all state taxes such as payroll, unemployment, sales, etc. Any delinquencies will slow down or halt the processing and payment of your grant. You must stay current with all such obligations. The system continues rechecking throughout the process.
- Ensure that the person that you listed in the application as your Signing Authority is officially registered to sign your grant award agreement/contract. This person will be the authorized individual who will execute a contract, if awarded. To register please go here: <https://keystonelogin.pa.gov/>

#### **AFTER SUBMITTING THE APPLICATION:**

- Check to make sure that your application has an Application ID assigned to it. Currently there is no automatically generated email to you confirming submission. HOWEVER, if your application has an Application ID assigned to it, it has been submitted.
- Look for a Grant Award Letter emailed to your Signing Authority, if awarded, several months after application has been submitted. Most, not all, PCA grants are approved by the Council in the summer.
- Follow instructions in Grant Award Letter ASAP.

#### **TO RECEIVE YOUR GRANT AWARD:**

- Your Signing Authority should receive email in their inbox from [coa-esignature@pa.gov](mailto:coa-esignature@pa.gov) instructing them to follow a link to the grant award agreement. Please make sure that your signing authorities' email inbox is set up to accept messages from this email address so that it does not go into spam. It may be a couple months between receiving your Grant Award Letter and the receipt of this email. It is always a good idea to check in with PCA staff on the status if your Signing Authority has not received an email.
- ESIGN** your grant award agreement by following the emailed link and then clicking the "Sign" button. **Signing authority must e-sign your grant award agreement within the days specified in the link. Most PCA programs do not allow for extensions of time to sign agreements.**

#### **THE FOLLOWING IS FOR REIMBURSED GRANTS ONLY (AOAP, ENTRY and Creative Communities)**

- Request for Reimbursement:** Please note that grant payments will be made on a reimbursement basis. To request payment, you will need to submit a Request for Reimbursement and documentation of eligible expenditures incurred during the performance period as well as documentation indicating these expenditures have also been paid. Documentation of expenditures includes, as applicable, copies of paid invoices or obligations (e.g., staff payroll), debit slips, or other payment documentation. For proof of payment, the commonwealth prefers cancelled check images (front/back) or bank statements. **You may submit a request for reimbursement as soon as you have paid expenses that equal your PCA grant amount + Match or more. Eligible expenses include general operating support expenses incurred within the grant award agreement/contract performance period by the applicant.**

##### **To submit a Request for Reimbursement:**

- a. Go to [arts.pa.gov](https://arts.pa.gov) and download the excel document, "Invoice Template for Reimbursement."
  - b. Fill in the highlighted areas. **You must use the EXACT same name and address of your organization as registered with your Vendor Account. To confirm that your information matches, please see the second bullet of this document.**
  - c. Gather expense documentation and proof of payment related to expense items you listed in the Request for Reimbursement. **ALL expense documentation and proof of payment must match the EXACT same name and address of your organization as registered with your Vendor Account. To confirm that your information matches, please see the second bullet of this document.**
  - d. Email Request for Reimbursement and supporting documentation/proof of payment to: [RA-OAArtsContract@pa.gov](mailto:RA-OAArtsContract@pa.gov). Please include "Request for Reimbursement" in your subject line. **PLEASE NOTE THAT THE REQUEST FOR REIMBURSEMENT ALSO SERVES AS YOUR FINAL REPORT FOR THE SAME GRANT.**
- Look for your Grant Payment via ACH directly into your bank account.**  
Once your grant award agreement is fully executed by all required commonwealth signatories and PCA has received an accurate and eligible Request for Reimbursement including supporting documentation from you, PCA will submit an invoice to Treasury for disbursement. After this submission is complete and verified for accuracy, disbursement will occur in approximately 30 days. **PLEASE NOTE: Payments are no longer being made by paper check.** For information about ACH payments, please visit: <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>

#### **NEED HELP?**

- For technical and login questions, contact DCED customer service at: 800.379.7448.
- For all questions, concerns, and issues with Keystone Login call: 877.328.0995.
- For questions about **content and attachments**, contact one of these PCA staff members:  
**Ian Rosario:** [irosario@pa.gov](mailto:irosario@pa.gov) 717.525.5548  
**Seth Poppy:** [spoppy@pa.gov](mailto:spoppy@pa.gov) 717.787.1520  
**Amy Gabriele:** [agabriele@pa.gov](mailto:agabriele@pa.gov) 717.525.5547