

HOW TO THANK YOUR ELECTED OFFICIALS

All grantees are required to thank their state and federal elected officials* for supporting the Nevada Arts Council and the National Endowment for the Arts. Grantees must submit confirmation of these letters/emails to the Nevada Arts Council to remain in compliance.

**Federal Officials include the President, Vice President and Congressional Representatives from your registered district (Senate and House of Representatives). State Officials include the Governor, Lieutenant Governor, and State Representatives from your registered district (Senate and Assembly).*

- 1. Compose your thank you letter:** Include the name of the grant you received, describe your appreciation of their support for arts funding, and describe how you/your organization used the grant funding. If sending letter via VoterVoice, the character count in the system is 2400 max.

Option A: Send letter via VOTERVOICE

- Go to: <https://votervoicenet.com/fb/NVARTS/home>
- On the right side of the webpage under “Find Officials” enter your zip code and address then click on the arrow to continue
- Select your State and Federal Elected Officials by clicking the boxes next to their names
- Click “Compose Message”
- Enter your subject and email body text
- Enter your email address and zip code, click “Continue”
- Enter any additional information needed, click “Send Message”
- If required, enter a topic, click “Send Message”
- **You will receive a confirmation email within 24 hours. Upload this email and/or a copy of your letters to your Final Report as proof that the required Thank You Letters were sent.**

Option B: Send letter via US MAIL

- To find your elected officials' address/contact information go to: <https://votervoicenet.com/fb/NVARTS/home>
- On the right side of the webpage under “Find Officials” enter your zip code and address then click on the arrow to continue
- Click on each elected official's name to see their contact information
- **Upload a copy of the letters to your Final Report or send a copy of the letters via mail as proof that the required Thank You Letters were sent.**

Address: Nevada Arts Council Grants Program, 716 North Carson Street, Suite A, Carson City, NV 89701