

California Arts Council
Grant Description and Budget Instructions

EXHIBIT A – SCOPE OF WORK

Briefly describe what California Arts Council award and matching funds will support.

Note: For project specific programs (AIS, CPV, SN, JUMP StArts, CCC and Arts on the Air) the description should reflect the proposal in your application. Consult with the appropriate CAC staff before making changes.

EXHIBIT B

I. BUDGET DETAIL

(Note: totals calculate after tabbing to the next field)

Personnel Expense Category

- List personnel positions supported by this grant in the appropriate category. For multiple personnel you may use a category (see below). For Example: “performing artists” and include number of staff in parentheses.
- New? Check this box if this is a new position being supported.
- Give the rate of pay (annual; monthly, hourly; per service, etc.)
- Indicate amount of CAC funds to be used to support each position.

Operating/Production Expense

- This line item includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, phones.

Source of Match

- Identify the source(s) of matching funds. Do not overmatch.
- **NOTE: JUMP StArts and CCC grants do not require a match; leave this section and the “Grantee Match” blank, if no match was involved with this project.**

Personnel Categories

1. Artistic

Includes artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, guest artists, puppeteers, artistic consultants.

2. Administrative

Includes program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical, maintenance and security staff, ushers, box office personnel, administrative consultants.

3. Technical

Includes technical directors, wardrobe, lighting, and sound crew, stage managers, stage hands, video and film technicians, technical consultants.

II. PAYMENT PROVISIONS

Payment provisions for this grant are addressed in # 4 in Exhibit D-Special Terms and Conditions located at www.cac.ca.gov/files/forms.php .