Grant Standard Agreement
Grant Description and Budget Instructions

EXHIBIT A – SCOPE OF WORK

Briefly describe what this California Arts Council (CAC) award and matching funds (if applicable), will support.

Note: For project-specific programs [Artists in Schools (AIS), Local Impact (LI), JUMP StArts, Professional Development and Consulting (PDC), Statewide Networks (SN), Veterans Initiative in the Arts (VIA)], the description should reflect the proposal in your original application. Consult with the appropriate CAC staff before making significant changes as necessitated by a variance in your award amount versus request.

EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

I. BUDGET DETAIL
- 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
- Includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, phones, etc. (Note: If the grant is supporting operating/production expenses, identify the type(s) of expenses to be supported.)

Source of Match
- For programs requiring a match, identify the source(s) of matching funds; match CAC funds 1:1 (dollar for dollar). *Exceptions: JUMP StArts, PDC, and VIA grants do not require a match.*
- Do not overmatch. Only match the portion that the CAC funds are covering (other State funds cannot be used as a match).
- If section 4 of the Standard Agreement indicates that you are to comply with the terms and conditions outlined in Exhibit E, the grant is supported with federal funds; as such, federal funds cannot be used as a match for the CAC grant.

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 *Exhibit D or E – Special Terms and Conditions, Section 5. COSTS AND PAYMENT*, available on the CAC website at www.arts.ca.gov/programs/forms.php.