

**2014-15 Grant Standard Agreement  
Grant Description and Budget Instructions**

**EXHIBIT A – SCOPE OF WORK**

Briefly describe what California Arts Council (CAC) awarded funds will support.

**Note:** For project specific programs the description should reflect the proposal in your application. You must consult with the appropriate CAC staff before making changes.

**EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS****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, regranteeing, travel (in-state), supplies, postage, printing, phones.

**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 – Special Terms and Conditions, Section 5. COSTS AND PAYMENT*, available on the CAC website at

[www.arts.ca.gov/programs/forms.php](http://www.arts.ca.gov/programs/forms.php).