

GRANT STANDARD AGREEMENT

Grant Description and Budget Instructions

GENERAL

Log in to **CAC Culture Grants** at <http://cac.culturegrants.org>. Accessing the Award form and Grant Description and Budget (Exhibits A and B) for this grant open, do the following:

- Verify any pre-populated fields for accuracy.
- Complete your responses, being sure to provide entries for all required fields.
- You may wish to first compose narrative responses using an outside word processor.
- When finished, save and click “Submit”. Incomplete required fields will be indicated in red. After submission, your Award will be closed for editing.

Once you have successfully submitted your Award, you will be returned to the “My Data” tab where you can print four copies by clicking the green printer icon (Print FormSet) to the right of the title, in the corresponding row.

You will return these four copies with your signed Grant Standard Agreement and additional required grant materials. (See “Grant Instructions and Information” for complete instructions on how to submit your grant agreement materials.)

You will also receive a confirmation email, which will include links to the Invoice Form and Invoice Form Instructions (also available on the CAC website).

EXHIBIT A – SCOPE OF WORK

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

For project-specific programs (Artists Activating Communities (AAC), Artists in Schools (AIS), Local Impact (LI), JUMP StArts, Professional Development and Consulting (PDC), Statewide Regional Networks (SN), Veterans Initiative in the Arts (VIA)), the Scope of Work narrative should reflect the proposal in your original application.

By completing and submitting the Grant Description and Budget (Exhibits A and B), you are confirming that the goals of the original request can be met or modified, even with a lesser award.

Contact the Program Manager for your grant if you feel that the Scope of Work may require significant changes necessitated by a large variance in your award amount versus request.

EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

Your Budget must reflect the actual total award amount as provided on your Grant Standard Agreement.

Provide your expenditures for the CAC award and matching funds, as applicable.

Important: California Arts Council Funds may not be used to support the following: Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement); Non-arts organizations not involved in arts activities (as applicants); For-profit organizations (as applicants); Projects with fundraising purposes, including grant writing; Other state or federal agencies; Programs not accessible to the public; Projects with religious or sectarian purposes; Organizations or activities that are part of the curricula base of schools, colleges, or universities; Indirect costs of schools, colleges, or universities; Trust or endowment funds; Purchase of equipment, land, buildings, or construction (capital outlay or expenditures; Out-of-state travel activities; Hospitality or food costs; Expenses incurred before the start or after the ending date of the grant.

I. BUDGET DETAIL

- Totals calculate after tabbing to the next field.

Personnel Expenses 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 Job? Enter “Yes” if a new position being supported; “No” if none.
- 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 Expenses

- 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), or as indicated. *Exceptions: Cultural Pathways, JUMP StArts, and Professional Development and Consulting 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 Grant 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 *Special Terms and Conditions (Exhibit D or E)*, Section 5. *COSTS AND PAYMENT*, available on the CAC website at www.arts.ca.gov/programs/forms.php.