



GRANT DESCRIPTION AND BUDGET

EXHIBIT A – SCOPE OF WORK AND EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

The Applicant Organization is recognized as the legal Contractor between the California Arts Council (CAC) with the exception of when a Fiscal Sponsor is accepting funds on behalf of the Applicant Organization. Fiscal Sponsors accept all Grant Standard Agreement Terms and Conditions as legal Contractor.

For questions regarding the **funded grant program** or the completion of your **Grant Description and Budget (Exhibits A and B)**, the State-Local Partnership Program Manager:

Jaren Bonillo, jaren.bonillo@cac.ca.gov, (916) 322-6584

Applicant Information

Legal Name of Applicant Organization - _____

Federal EIN Number - _____

DUNS Number - _____

Grant Contact

Grant Contact Full Name

Grant Contact Title

Grant Contact Phone

Grant Contact Email

CAC Contract Number and Award Amount

Contract Number – _____

This is the Agreement Number provided on your Grant Standard Agreement.

Award Amount – _____

This amount must match the award total displayed on your Grant Standard Agreement, as well as your grand total calculations for "CAC AWARD" under EXHIBIT B, I. BUDGET DETAIL, below.

EXHIBIT A – SCOPE OF WORK

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. 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.

In the space below, the Grant Request Summary provided in your original grant Application has been edited and pre-filled. This statement describes what the approved CAC Award and Matching Funds (if applicable) will support.

State-Local Partnership Scope of Work

Poetry Out Loud Partner – Y/N

Poetry Out Loud Partner Scope of Work

EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

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); Hospitality or food costs; Non-arts organizations not involved in arts activities (as applicants); For-profit organizations (as applicants); Fundraising activities or services such as annual campaigns, fundraising events, or grant writing; Programs of other state or federal agencies; Programs or services intended for private use, or for use by restricted membership; Projects with religious purposes; Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions; Trusts, endowment funds or investments; Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit; Out-of-state travel activities; Expenses incurred before the start or after the ending date of the grant.

Matching Funds: *For all grant programs where matching funds are required*, grant recipients must provide a dollar-for-dollar (1:1) match. For grants programs where matching funds *are not* required, the Matching Funds column within the Budget Table below, and the Source of Match Table may be left blank.

I. BUDGET DETAIL:

Budget Table Instructions

Provide Job Titles and number of staff per position, Rate of Pay, CAC Award Amount, and any Matching Funds (if applicable). Calculate Subtotals for Personnel and Operating/Production Expenses. Total Expense columns must match the CAC Award Amount (Personnel + Operation/ Production). Grand Total must match CAC Award plus Matching Funds (if applicable).

Budget Table

A. Personnel Expenses	Job Title & # of Staff in ()	Rate of Pay (per year, month, hour, or service)	CAC Award	Matching Funds
1. Artistic			\$	\$
			\$	\$
			\$	\$
2. Administrative			\$	\$
			\$	\$
			\$	\$
3. Technical			\$	\$
			\$	\$
			\$	\$
SUBTOTAL: Personnel Expenses			\$	\$
B. Operating/ Production Expenses	List Expense and describe below in Budget Notes if additional explanation is necessary.		CAC Award	Matching Funds
4.			\$	\$
5.			\$	\$
6.			\$	\$
SUBTOTAL: Operating/ Production Expenses			\$	\$
TOTAL EXPENSES: Must match CAC Award Amount (Personnel + Operation/ Production) Up to \$35,000 matching funds required			\$	\$
POL PARTNER ALLOCATION:			\$	
SLP 9 months extension:			\$	
GRAND TOTAL: (CAC Award + Matching Funds)			\$	

Budget Detail Notes - Maximum 1,000 characters

Source of Match

For all grant programs where matching funds are required, grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the Award, with a maximum of 50% in-kind contributions permitted, with the approval of the Program Manager for this grant.

Eligible In-Kind Match:

- Value of non-cash donations provided by third parties. These can be in the form of space, consultancy, training, services, supplies, and other expendable property.
- In-kind goods and services may not be provided by either the applicant organization or any individual or organization that is being compensated as part of the grant contract. In-kind donations by state entities are ineligible.

Source of Match Table Instructions

For all grant programs where matching funds are required, provide the name of the funding Source, Match Amount and Status (Projected, Pending, or Committed) of your Matching Funds in the table below.

Source of Match Table

Income Type	Provide Match Source	Match Amount	Status (Projected, Pending, Committed)
Federal Government		\$	
Local Government/ County		\$	
Local Government/ City		\$	
Foundation		\$	
Corporate		\$	
Individuals		\$	
Other Contributed	(describe below)	\$	
Earned Income	(describe below)	\$	
In-Kind (may not exceed 50% of the Total Match)	(describe below)	\$	
TOTAL FROM MATCHING FUND SOURCES:		\$	

Source of Match Notes - *Maximum 1,000 characters*

If providing figures for "Other Contributed", "Earned Income", or "In-Kind", please identify the corresponding Match Source(s) below. If utilizing in-kind donated services to support the match requirement, please describe your method for determining the fair market value of these services.

II. PAYMENT PROVISIONS

Payment provisions for this Grant are addressed in *Exhibit D or Exhibit E – Special Terms and Conditions, Section A.6. COSTS AND PAYMENT*, available on the CAC website at www.arts.ca.gov/programs/forms.php.