

# California Arts Council Registration Information



Welcome to the California Arts Council's new grants management system, [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com). All grant applications are submitted to the CAC through this online system.

## Registration Information

All users of the California Arts Council (CAC) online grant management system must first register for a user account at [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com) using a unique email address. This email address will be used to login in to the system.

Currently, the CAC only offers grants to organizations. Users will be required to associate their account with an organization during the registration process through an eligibility quiz. **The first user to register an organization will become the Primary Contact for that organization.**

## Primary Contact

The Primary Contact is the first authorized representative to register and associate their user account with an organization. The Primary Contact is responsible for providing accurate information in the Organization Profile and validating this information annually through a process known as Certification. The Primary Contact may also receive email notifications from the grants management system.

In order to access Funding Opportunities through the system, the Primary Contact must provide and certify the following information within the Organizational Profile:

- Applicant Organization Federal Employee Identification Number (EIN)\*. For nonprofit organizations, the EIN will be used to verify 501(c)(3) status through the registration process.
- Applicant Organization Dun & Bradstreet Number (DUNS)\*. If your organization does not already have a DUNS number, one can be obtained at the following URL: <http://fedgov.dnb.com/webform>. This number is requested, but not mandatory at the time of Certification.
- Accurate organizational contact information including business address, mailing address (if different), county name, organization phone and fax numbers (if applicable), and website.
- Year organization began arts programs and/or services.
- Organizational mission statement and purpose.
- Brief summary of core organizational programs and services.

\* Organizations applying with a Fiscal Sponsor: EIN and DUNS numbers are not required at the time of Certification (see Applying with a Fiscal Sponsor, below).

## Additional Organizational Contacts

Additional authorized representatives can also register and access applications on behalf of an organization already in the system. These additional users will follow the same registration process as the Primary Contact, starting with the eligibility quiz. The system will conduct a duplicate check, and will associate the user with the existing organization.

**Application Owners**

The registered user that begins an application in the system becomes the Application Owner. The Application Owner is the only user that has the ability to edit and submit that specific application. Application Owners must verify that they are authorized to submit the grant application on behalf of the organization upon submission. Additional organizational contacts can view the organization's applications, but cannot edit and submit them. The Application Owner will receive email notifications from the grants management system specific to their associated application, and subsequent grant, if awarded funding.

**Applying with a Fiscal Sponsor**

For CAC grant programs in which fiscal sponsorships are allowed, an Applicant Organization using a Fiscal Sponsor will need to provide the Fiscal Sponsor's organizational information with the body of the application. This information includes the Fiscal Sponsor's legal name, executive leader contact information, mailing address, EIN and DUNS numbers, years of arts programming, and a description of the Fiscal Sponsor's arts programming history. The Fiscal Sponsor's IRS Form 990 and a Fiscal Sponsor Letter of Agreement must also be provided.