

GRANT STANDARD AGREEMENT Grant Description and Budget Instructions

Follow these instructions to complete and submit the required Grant Description and Budget (Exhibits A & B) with your grant agreement package.

- Log in to CAC Culture Grants at <http://cac.culturegrants.org> with the user name and password used to submit your Application.
- Select Dashboard from the main menu bar, and verify that you are on the “My Data” tab (Dashboard > My Data).
- Scrolling down if necessary, locate the name of your awarded grant program. Select the **Award form link** to access the Grant Description and Budget (Exhibits A and B).
 - 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 form will be closed for editing.
- Once you have submitted your Award form, you will be returned to the “My Data” tab. **Print three copies** by clicking the right-most printer icon (Print FormSet).
- Optional: If you wish to download a copy of the Grant Description and Budget (Exhibits A and B), use your computer’s print dialogue box to save as a local PDF (you may need to download a copy of Adobe’s [Acrobat Reader](#) or other PDF viewer).
- A confirmation email will be sent to the email address associated with the CAC Culture Grant user account. This message 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. This field is pre-populated from your awarded 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.

A. Personnel Expenses

- List personnel positions supported by this grant in the appropriate category. For multiple personnel you may use a category (see *Personnel Categories* below). For Example: “Performing Artists” and include number of staff in parentheses.
- If applicable, indicate new positions, job titles, rates of pay
- Indicate amount of CAC funds to be used to support each position.

B. Operating/Production Expenses

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

Source of Match – This table will only be available for programs with matching fund requirements

- For programs requiring a match, identify the source(s) of matching funds; match CAC funds 1:1 (dollar for dollar), or as indicated. **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, and 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, and administrative consultants.

3. Technical

Includes technical directors, wardrobe, lighting, and sound crew, stage managers, stage hands, video and film technicians, and 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.