



2024 GRANT APPLICANT AND AWARDEE MANUAL

The mission of the California Arts Council, a state agency, is to strengthen arts, culture, and creative expression as the tools to cultivate a better California for all.

Learn more at www.arts.ca.gov

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About the California Arts Council

Purpose

The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council

The appointed Council of the CAC consists of 11 members. The Governor appoints nine members, the Assembly Speaker appoints one member, and the Senate President Pro Tempore appoints one member. Council members serve without salary, elect their officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Native Land Acknowledgement

The California Arts Council acknowledges the original inhabitants of the lands now called California, and that California continues to be home to many Indigenous communities. Generations of tribal communities developed deep understandings of the land and continue longstanding relationships with the land, water, air, plant and animal beings through ceremony, culture, and stewardship. These communities are not only an important part of our history as contemporary Californians but are also important voices in our understanding of this place.

In acknowledging the violent history of the founding of the State of California, its support of state-sponsored genocide, the misrepresentation of Indigenous peoples and their culture, and the erasure of their contributions to our shared history, we at the California Arts Council recognize our responsibility to these Indigenous communities and we are compelled to support tribes, tribal organizations and related organizations (including arts organizations) in their efforts to uplift Indigenous people and communities.

With these ideals in mind, we recognize that the California Arts Council is a statewide organization with staff and Council members residing in numerous occupied territories of tribal nations, and its offices are located on the traditional homelands of the Maidu, Miwok, Nisenan, Patwin, and Wintun peoples of the Sacramento region, and to also acknowledge and honor the Wilton Rancheria, the only federally recognized tribe in Sacramento County.

Mission

Strengthening arts, culture, and creative expression as the tools to cultivate a better California for all.

Vision

A California where all people flourish with universal access to and participation in the arts.

Grant Opportunity

In alignment with our mission and vision, the CAC does not discriminate against or grant preferential treatment to any individual or group on the basis of race, ethnicity, national origin, sexual orientation, gender, gender identity, religious affiliation, age, or disability in its internal operations or in its stewardship of public funds.

Racial Equity Statement

As California's state arts agency, the California Arts Council is committed to racial equity.

- We are committed to ensuring that every policy enacted reflects democratic principles of equity and justice.
- We understand that enacting policy in a just and equitable manner considers critical issues of implicit bias and discrimination that require concerted and purposeful action.
- We believe that bringing together Council, staff, and other partners with differing backgrounds and life experiences will enhance our ability to increase opportunities for all arts service organizations to succeed.
- Policies, programs, and activities will be administered to identify and avoid discrimination and barriers to access and to avoid disproportionately high and adverse effects on communities of color.
- Accountability to our grantees is of central importance to us. We understand the significance of evaluating the impact of our policymaking on grantees over time and utilizing this evaluation in the development of new policy initiatives.
- We are committed to the just and equitable disbursement of resources.
- We will obtain the following information when relevant and appropriate in order to utilize data to evaluate the impact of our equity goals: population served and/or affected by race, color, national origin, and income level, which will include diverse communities across the state such as communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities that have principal languages other than English.

For the CAC, racial equity is a continual practice of listening, learning, and implementing. The CAC's Racial Equity Statement demonstrates a deeper commitment for us to do better for the field and our staff.

Funding

The CAC is a state agency funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National

Endowment for the Arts. Its grants are often matched by foundations, individuals, earned income, government agencies, in-kind contributions, or other organizations.

Information Access

Due to the Public Records and Open Meeting acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in or in any way interfere with Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process

Applications are evaluated by panels of recognized field representatives who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, the CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements

The CAC provides grant funding to individual artists and is mandated both by federal and state regulations to fund arts organizations that have proof of nonprofit status under Sec. 501(c)(3) of the Internal Revenue Code (fiscal receivers are eligible in some programs), or under Sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; Sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code Secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of Title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit

The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media, and print materials. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

Applicant Resources

General Eligibility

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission to be considered for funding.

- **California-based** - Documentation of having a principal place of business in California.
- **Arts programming** - Applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- **501(c)(3) organization as applicant or fiscal sponsor** - Non-governmental (municipal, county, or tribal) applicant organizations must demonstrate proof of nonprofit status under Section 501(c)(3) of the Internal Revenue Code, or Section 23701d of the California Revenue and Taxation Code.
 - **Fiscal sponsors** - An applicant organization without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding. The fiscal sponsor will provide the fiscal oversight and administrative services needed to complete the grant. See the Fiscal Sponsorship section below for additional information on the use of CAC fiscal sponsors.
- **Certificate of good standing** - Nonprofit organizations and fiscal sponsors (if applicable) must have “active” status with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application. You can verify your organization’s status by conducting a search using the SOS online [Business Search](#) tool. An indication of “active” (versus “suspended,” “dissolved,” “canceled,” etc.) confirms that your nonprofit corporation exists, is authorized to conduct business in the State of California, has met all licensing and corporation requirements, and has not received a suspension from the Franchise Tax Board.

Fiscal Sponsorship

Organizations conducting not-for-profit work without federal tax-exempt status may apply for California Arts Council (CAC) grant programs through the use of a fiscal sponsor.

Applicant Organization Eligibility Requirements with Use of Fiscal Sponsor

- Must be an organizational entity conducting not-for-profit work (please see the What We Do Not Fund section of this document for more information); the CAC does not currently accept applications from individual applicants within organizational grant categories.
- Must have a principal place of business in California.
- Must be consistently engaged in arts programs and/or services for two years before the time of application.
- Must have “active” status with the California Secretary of State (SOS), showing evidence of “good standing” at the time of application.

Fiscal Sponsor Eligibility Requirements

- Must be a nonprofit organization with tax-exempt status under Section 501(c)(3) of the U.S. Internal Revenue Code. Organizations without 501(c)(3) status are not eligible fiscal sponsors (ex: units of government).
- Must have a principal place of business in California.
- Must be consistently engaged in arts programs and/or services for two years prior to the time of application (acting as a Fiscal Sponsor to arts and cultural organizations is considered an arts service).
- Must have “active” status with the California Secretary of State (SOS), showing evidence of “good standing” at the time of application.

Relationship Between the Applicant Organization and the Fiscal Sponsor

Fiscal sponsors are expected to maintain close involvement with the applicant organization to ensure that funding is used in accordance with the approved grant proposal.

It is the duty of the applicant organization—not the fiscal sponsor—to develop and execute the grant proposal activity and to complete all required grant reporting. Fiscal sponsors are not responsible for completing any interim or final reports. All application materials and information (other than the fiscal sponsor’s IRS Form 990) should be representative of the applicant organization. This includes application budget tables and references to total revenue.

The fiscal sponsor must collaborate with the applicant organization on a joint Letter of Agreement, jointly signed and dated, outlining the relationship, terms, and expectations of each party, and submitted with the application. **It is required to use the CAC-provided Letter of Agreement Template.** The Letter of Agreement must indicate the *specific* CAC grant program to which the applicant organization is applying and must confirm the fiscal sponsor’s agreement to serve throughout the full term of the Grant Activity Period, including any CAC-approved extensions. A blank signature field will not be accepted. If a grant is awarded, the fiscal sponsor becomes the legal contract holder with the California Arts Council.

Only under special circumstances may an applicant organization change its fiscal sponsor after the grant application deadline; this change may not be made without an official written request and prior approval from the California Arts Council.

The fiscal sponsor’s total revenue is not considered in the following restriction: For applicant organizations with a total revenue (TR) of more than \$250,000, the total of all application requests within a single grant cycle cannot exceed 50% of that organization’s total revenue from the last completed fiscal year. There is no restriction for organizations with a TR of \$250,000 and below.

Fiscally Sponsoring Multiple Applications

An organization may act as the fiscal sponsor for multiple applicant organizations. A fiscal sponsor may also submit its own proposal as an applicant organization for eligible programs and serve as the fiscal sponsor for one or more applicant organizations. Fiscal Sponsors should not write legislator thank you letters on behalf of the applicant. This grant requirement must come from the Applicant Organization.

Fiscally Sponsored Grant Application Requirements (due at the time of application)

- Legal name of the fiscal sponsor.
- Fiscal sponsor's federal Employee Identification Number (EIN).
- Fiscal sponsor's executive leader's name, phone number, and email.
- Fiscal sponsor's mailing address.
- Number of years the fiscal sponsor has been engaged in arts programming and/or services.
- A brief description of the history of the fiscal sponsor's arts programming and/or services.
- A Letter of Agreement signed by both parties using the provided CAC Letter of Agreement template.
- An IRS 990, 990-EZ, or 990-PF form for the fiscal sponsor; no other types of 990 forms will be accepted. *Please note:* CAC does not accept 990 N forms.

Fiscal Sponsor Responsibilities

If an applicant organization using a fiscal sponsor is recommended for funding, the fiscal sponsor becomes the legal contractor for the grant, as designated in the State of California Standard Agreement (STD 213). All contractual documents must be signed and approved by an authorized representative of the fiscal sponsor. The fiscal sponsor must complete and submit a Payee Data Record (STD 204) with contract documents.

Grant disbursements are made payable to and mailed to the fiscal sponsor. The fiscal sponsor is responsible for distributing funds to the applicant organization. Grant disbursements are made in full to the fiscal sponsor. Upon receipt, **the fiscal sponsor is responsible for distributing the full payment (minus any fiscal sponsor fees) to the applicant organization.**

Termination of the fiscal sponsor relationship or violation of terms outlined in the Letter of Agreement between the fiscal sponsor and applicant organization may be grounds for rescinding a grant award.

Sample Fiscal Sponsor Letter of Agreement

Click [here](#) or see below for a letter template for applicant organizations using fiscal sponsors.

California Arts Council Fiscal Sponsor Letter of Agreement



[Date]

[Applicant Organization Name]

[Applicant Organization Address]

To Whom It May Concern:

This letter confirms that [fiscal sponsor organization name] will serve as the fiscal sponsor for [applicant organization name] for the California Arts Council [grant program name] grant, if awarded. The terms of agreement are as follows:

[Fiscal sponsor organization name] agrees to:

- Serve as fiscal sponsor throughout the full term of the Grant Activity Period of Month XX, 20XX – Month XX, 20XX, including any CAC-approved extensions, if awarded.
- Maintain close involvement with [applicant organization name] to ensure that funding is used in accordance with the approved grant proposal.
- Be the legal contract holder for the grant, as designated in the Grant Standard Agreement (STD 213).
- Sign and approve all contractual documents by an authorized representative of [fiscal sponsor organization name].
- 100% full grant payment, minus any fiscal sponsorship fees, will be made payable to and distributed to [applicant organization name] upon receipt.

[Applicant organization name] agrees to:

- Develop and execute the proposed grant activity and to complete all required grant reporting. Fiscal Sponsors are not responsible for completing interim or final reports.
- Provide all application materials and information (other than fiscal sponsor's IRS 990 form) that are representative of [applicant organization name] to the California Arts Council. This includes application budget tables and references to total revenue.
- Acknowledges that the fiscal sponsorship agreement cannot be changed during the Grant Activity Period unless an official request and approval from the California Arts Council is granted. These are only approved on a case-by-case basis.

We acknowledge that termination of the fiscal sponsor relationship or violation of terms outlined in this Letter of Agreement most likely will result in the rescinding or forfeiture of the grant award.

These items are agreed to by the representatives of [applicant organization name] and [fiscal sponsor organization name], signed below.

[Must be signed]

[Must be signed]

[Representative name]
[Representative title]
[Applicant Organization name]

[Representative name]
[Representative title]
[Fiscal sponsor organization name]

Administering Organizations

Administering Organizations (AOs) can support comprehensive regional and/or statewide programming and services for artists or art organizations. To become an AO, an organization must have the capacity to serve an entire area of artists and organizations instead of a few artists within one area.

AOs typically receive a large grant from the CAC and then are responsible for administering those funds through regranting to arts organizations and individual artists. AO responsibilities include planning, developing timelines, providing technical assistance, building local capacity, implementing engagement strategies, reporting, and conducting outreach for grant applicants.

Matching Requirements

Matching funds can be met with any combination of in-kind and cash sources. (Click [here](#) for additional information on CAC in-kind contributions.) The status of each source must be specified as either *projected*, *pending*, or *committed*.

If applying for multiple CAC grants in a single fiscal year, distinct matching funds must be identified within each application.

State funds cannot be used to meet a matching funds requirement.

What We Do Not Fund

- As applicants (including those that are applying with a fiscal sponsor):
 - State agencies
 - Federal agencies
 - K-12 Schools/Districts/County Offices of Education*
 - Non-arts organizations not involved in arts activities

- For-profit organizations required to pay income taxes (e.g. LLC, sole proprietorship) If the applicant organization conducts non-profit like activities but is not registered as a separate non-profit from a parent organization, the organization does not qualify for funding. CAC funding is intended for legally registered nonprofit organizations that operate independently of for-profit businesses.
- Organizations not in “good standing” with the California Secretary of State
- Former grantee organizations not in compliance with CAC grant requirements, such as failing to submit reports (as stipulated in the grant agreement), misusing awarded funds, not implementing the grant program as described, etc.
- Expenses incurred before the start date or after the ending date of the grant activity period.
- Scholarships or tuition for the applying organizations’ programs.
- Expenses that would supplant other state funding*
- Operational, administrative, or indirect costs of schools, colleges, or universities
- Fundraising activities or services such as grant writing, annual campaigns, or fundraising events
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use or for use by restricted membership (including programs that require college or university enrollment for participation)
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Construction projects, purchase of land and buildings, or capital expenditures used to maintain, upgrade, acquire, or repair capital assets
- Equipment purchases (equipment rentals are eligible.) Equipment is considered to be any item that will continue to have a useful life past the program’s grant activity period.
- Debt repayment (e.g., mortgage payments, other loans)
- Hospitality expenses, meals, or food
- Out-of-state travel

*Neither the award nor the match may be used to supplant other state funding, including salaries of state employees or general operating expenses of school districts, County Offices of Education, or publicly funded schools, colleges, or universities.

Racial Equity Resources

Why Race? A Learning Journey to Achieve Racial Equity

[Click here to watch](#)

As the Arts Council has been evolving its own racial equity practices, the agency invites applicants to start, continue, or strengthen their racial equity practices as a part of the arts community. In October of 2020, the Arts Council offered a public webinar to share the history and background of the agency's relationship with racial equity and to support a community-based learning practice. The recorded webinar is available online, in addition to various other [racial equity learning resources](#) for prospective applicants.

Applying for a Grant

Grant application windows generally open mid-spring and are due in early summer, with award announcements and grant activity periods beginning in the fall. A full list of open grant programs is available [here](#).

The first step in applying for a grant is to carefully review the grant guidelines. Each grant program has specific goals, eligibility requirements, and restrictions to be aware of prior to beginning the application. Grant guidelines also include lists of the application questions and required support materials that must be submitted for award consideration.

CAC Programs Staff are available to answer specific program questions. For any program-related queries, contact the CAC Programs staff member listed at the end of each set of guidelines.

To apply for a CAC grant, register for an account in the CAC's online grants management system (instructions below).

Grants Management System

Registering in the Grants Management System for the First Time

California Arts Council grants applications are submitted and managed through an online grants management system. All potential applicant organizations must first register in the grants management system to submit applications. Only grant applications submitted through the grants management system by the grant's stated deadline will be accepted.

It is recommended that new applicants create an online profile well in advance of the application deadline.

How to Register as a New Applicant Organization

For organizations that do not have a registered account within the CAC's grants management system:

Non-profit Organizations	<ol style="list-style-type: none"> 1. Navigate to the grants management system landing page calartscouncil.smartsimple.com. 2. Click the Register Here button. 3. Register as an applicant organization. 4. Select organizational type: <ol style="list-style-type: none"> a. if the applicant organization is a 501(c)(3) nonprofit organization, select Non Profit Organization b. Answer the two on-screen questions. c. Certify this information is true and accurate. As a 501(c)(3) organization, read the on-screen instructions and follow the prompts to search for your organization using the Search IRS Database button. 5. Enter the organization's EIN number without any dashes or spaces. <ol style="list-style-type: none"> a. Click search to populate the organization's information in the results field. b. If the IRS look-up tool does not have accurate information about the organization, please contact CAC staff for assistance. 6. Click on the organization's name to populate the fields on the previous screen. <ol style="list-style-type: none"> a. If the information pulled from the IRS is not accurate, submit a change request after organizational profile is set up. 7. Complete the remainder of the editable fields including the mailing address (even if it is the same as the business address). <ol style="list-style-type: none"> a. Note: The CAC can only adjust the mailing address information for profiles and internal documents related to grants. Changes in legal documents with the IRS or CA Secretary of State must be directed to those agencies.
Registering first contact (Primary Contact)	<p>The next step is to create a Primary Contact for the organization.</p> <p>The Primary Contact is the first authorized user account associated with a new organization profile. The Primary Contact receives email notifications from the grants management system and is responsible for providing accurate organization profile information, completing annual CAC certification, and other functions within GMS.</p> <p>Please note that there can only be one Primary Contact per organization profile and email addresses must be unique in the system. CAC does not delete former contacts for record purposes.</p>

	<p>In the event of a change in staff, applicants can request a primary contact change in the organizational profile.</p> <p>After clicking on the Submit button, the Primary Contact will receive an email from the grants management system. Please allow emails from @calartscouncil.smartsimple.com to be received.</p> <p>The Primary Contact must certify the organization's profile before the organization may apply for any open grant opportunities. Please review the Annual Certification section of this manual for further details.</p>
Additional Organizational contacts	<p>To add additional contacts in an organizational profile, additional contacts must register themselves by selecting the Register Here button on the grants management system landing page.</p> <p>Additional organizational contacts will search for their existing organization via the same registration process as the Primary Contact.</p> <p>The system will conduct a duplicate check and associate the user with the existing organization.</p> <p>Additional Organizational contacts can view the organizational profile and grants but do not have editing abilities.</p>
Application Owner	<p>The registered user that begins an application in the system becomes the Application Owner for that application.</p> <p>The Application Owner is the only user that can edit and submit a specific grant application. Application Owners must verify that they are authorized to submit the grant application on behalf of the organization upon submission.</p> <p>Additional organizational contacts can view the organization's applications but cannot edit and submit them. The Application Owner receives email notifications from the grants management system specific to their associated application, and subsequent grant, if awarded funding.</p>

How to Register as a Fiscally Sponsored Organization

When using a fiscal sponsor, enter the applicant organization's information **not** the fiscal sponsor's information. Fiscal sponsors may not apply on behalf of sponsored applicant organizations and do not need to have an account registered in the grants management system.

Registering as a Fiscally Sponsored Organization	<ol style="list-style-type: none"> 1. Navigate to the grants management system landing page calartscouncil.smartsimple.com. 2. Select the Register Here button. 3. Register as an applicant organization. 4. Select the organizational type from the options available. <ol style="list-style-type: none"> a. if the applicant organization is applying with the intention of being fiscally sponsored, select Organization or group intending to apply for CAC funding with a fiscal sponsor. 5. Answer the two on screen questions. <ol style="list-style-type: none"> a. Certify that this information is true and accurate. 6. On the second page of registration, enter the requested information to create the organizational account.
Fiscally sponsored organizations must identify an authorized contact from the applicant organization to serve as primary contact. Please see table above on how to register organizational contacts.	
Fiscal Sponsor Tab	<p>Once the applicant owner starts an application as a fiscally sponsored organization, a Fiscal Sponsor tab will be available on each application that is opened.</p> <p>Fiscally sponsored organizations must use this tab to input all of the fiscal sponsor's information and required documents per each application.</p> <p>The information on this tab is required. Failure to submit fiscal sponsor information or complete required documents will result in applications being ineligible.</p> <p>For more information regarding fiscally sponsored organizations review the Fiscal Sponsor Section of this manual.</p>

How to Register as a Unit of Local Government

Registering as a Unit of Local Government	<ol style="list-style-type: none"> 1. Navigate to the grants management system landing page via the CAC website or through this link: calartscouncil.smartsimple.com.
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	<ol style="list-style-type: none"> 2. Once on the grants management system landing page, select the Register Here button. 3. Indicate if you are registering as an applicant organization. 4. You will then be asked to select your organizational type from the options available. <ol style="list-style-type: none"> a. If the applicant organization is applying as Unit of Local Government they will indicate: Unit of Local Government 5. Then answer the two on screen questions. <ol style="list-style-type: none"> a. You will have to certify that this information is true and accurate. 6. On the second page of registration, enter the organization's information requested on screen to create the organizational account. <p>Please see above on how to register organizational contacts.</p>
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Click here for a video tutorial of this process:

[Grant Applicant Website & Registration Overview Tutorial Video](#)

Annual Certification Process

Every year the California Arts Council requires registered organizations to certify that their main organizational information is still correct and up to date. This is the time to update new contacts, mission statements, addresses, and more.

Certifying the organizational profile is required to view any open CAC grant applications.

Only the organization's Primary Contact can certify the organization. Applicant organizations must certify organizational profiles and submit any requests for primary contact changes well ahead of the grant application deadlines. To update the primary contact for the organization, review the Organizational and Contact Change Requests Section of this manual. It is the responsibility of the primary contact to certify the organizational profile after the contact change has been completed.

Grant deadlines will not be extended due to pending change requests or certification errors.

Review panels adjudicate eligible applications based on the grant guidelines criteria. Panelists review and rank applications and work samples using a 6-point ranking scale:

	<u>Rank Title</u>	<u>Rank Description</u>
6	Exemplary	Fully achieves the purpose of the program <i>Meets all of the review criteria and project requirements to the highest degree</i>
5	Strong	Strongly achieves the purpose of the program <i>Meets all of the review criteria and project requirements to a significant degree</i>
4	Good	Sufficiently achieves the purpose of the program <i>Meets all of the review criteria and project requirements to some degree</i>
3	Fair	Moderately achieves the purpose of the program <i>Meets most of the review criteria and project requirements</i>
2	Marginal	Minimally achieves the purpose of the program <i>Meets some of the review criteria and project requirements</i>
1	Weak	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category <i>Inadequately meets the review criteria or project requirements</i>

Review panelists are arts and cultural practitioners, both experienced and emerging, working across creative sectors from disparate communities statewide.

Applicants to CAC grant programs can serve as panelists, although they cannot review their own organization's application. During review, panelists will be asked to declare any conflicts of interest.

At the conclusion of grant review panels, final rankings for all eligible grants are presented to the Council for adjudication.

Awards Decision Making

The appointed Council has final authority for grant awards. Upon receiving and reviewing recommendations from Council committees, the Council holds a public meeting where they vote on final funding awards. Awards may differ from requested amounts based on panel rank and available funding.

In the event of a high volume of applicants and funding available during any given grant cycle, Council may use decimal point ranks to fund more applicants and distribute funding as equitably as possible.

How to receive feedback from panelists

After award recommendations have been made by Council, grant applicants can view their application's panel notes in their online grants portal (calartscouncil.smartsimple.com) account under the "Panel Details" tab.

For more information on the Grant Panel Process, visit the CAC grant panel webpage: <https://arts.ca.gov/grants/panels>.

Appealing a Decision

Appeals forms can only be accepted for awards that have been declined by the Council and must be submitted within 45 calendar days of decline notices being sent.

Dissatisfaction with award denial or award amount does not qualify for appeal.

Appeals are only granted if:

- An application's assessment was based on a panelist's misstatement of information as noted in reviewer comments which negatively influenced the panel's recommendation. For example, if a panelist commented that the application is missing information that was clearly included in the application.
- Errors made by the applicant are not eligible for appeal. Errors made by the applicant are not eligible for appeal and include but are not limited to: incorrect document uploads, late application submission, etc. A technical error in the grants management system causes incorrect processing of required application materials, and negatively influenced the panel's recommendation.

Request an official Appeal Form by emailing the CAC Program Specialist listed on the grant notification letter. Fill out the official Appeal Form and email or postmark to the contact listed on the form within 45 calendar days of receiving notice that the grant has been denied.

Awardee Resources

Award Notification

After the Council has voted on final award funding, all applicants will receive an email from the CAC alerting them whether their proposal was awarded or declined. Their application will also show that status in the online grants management system. Awarded applicants will receive a second email when contract documents are available for completion online.

Contract Documents

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents to receive grant payment. The CAC must receive contract documents within 60 days of issuance, or the grant funding may be revoked.
- **Payee Data Record** - Each awarded organization or fiscal sponsor (if applicable) must complete, sign, and submit an STD 204 Payee Data Record as a required contract document before grant funds can be released.
- **Thank you letters** - To better inform elected representatives of the value of the arts and the use of state funds, grantees must include copies of signed letters sent to the Governor, State Senate, and Assembly representatives thanking them for the grant. Local representatives may be found at this link: <https://findyourrep.legislature.ca.gov>.
- **California Model Agreement (AB20) and indirect costs** - In order to comply with AB20 requirements, University of California and California State University grantees are required to secure an indirect cost waiver from the Regents of the University of California or the Board of Trustees of the California State University.

Payment Processes and Timelines

Once grantees have completed all contract documents, those documents have been approved, and the contract itself has been executed, CAC Operations staff works with multiple external state agencies to approve and process payment. Grantees should expect to receive a paper check from the State Controller's Office by early in the calendar year following the start of their grant activity period.

Acknowledging Support from the CAC

- **Use of the CAC logo** - The CAC logo is required on all printed and electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- **CAC acknowledgement** - The following acknowledgement of CAC funding is required on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*

Terms and Conditions

Grantees should be aware of the following terms and conditions to which their organization will be beholden upon execution of the grant agreement:

General Terms and Conditions

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid to the Contractor upon demand.

8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below:
- a. The Government Code Chapter on Antitrust claims contains the following definitions: 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code. 2.) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550
 - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
16. **CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment

- orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS
- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841).
- b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

California Arts Council (CAC) Provisions

1. STATEMENT OF THE GRANT: This Grant Standard Agreement (Grant) is awarded with the understanding that the full Grant amount will be expended during the term of the Grant period to support the project/activity as proposed by

the Grantee in the application, and summarized in the Grant Description and Budget (Exhibit A – Scope of Work & Exhibit B – Budget Detail and Payment Provisions). While minor changes in the project/activity are expected, if the Grantee wishes to modify the fundamental intentions of the project/activity, prior written approval of the CAC is required prior to the end of the project/activity period.

2. **GRANT CONTRACT RETURN DATES:** A copy of the Grant Standard Agreement shall be signed by an individual with authority to legally bind the organization within 30 days from receipt of the contract documents receipt of the grant notification email. If the Grant Standard Agreement is not returned to the CAC by the final date indicated, there could be delays in receiving the grant award payment or forfeiture of the grant.
3. **FINAL REPORT:** The Final Report shall be submitted to the CAC thirty (30) days after the grant activity end date. Failure to submit the final report could impact eligibility for a future CAC grant.
4. **PROGRAM SPECIALISTS AND ORGANIZATIONAL CONTACTS:** The designated CAC Program Specialist shall be the primary contact person during the execution of this Grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The grantee shall also be responsible for designating appropriate staff contact for this grant. Should a change of the CAC's Program Specialist or of the Grantee's contact occur, the other party shall be notified in writing at the time of the change.
5. **GRANTEE NAME CHANGE:** An amendment is required to change the Grantee's name as listed on this Grant Agreement. Upon receipt of legal documentation of the name change, the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
6. **ACKNOWLEDGMENT OF RECEIPT OF GRANT:** Grantees are required to prepare and mail thank you letters to the Governor, the State of California Assembly member and Senator representing the Grantee. Grantee shall return one copy of each letter to the CAC with the Grant agreement. You can identify your State Assemblymember and your State Senator at <http://findyourrep.legislature.ca.gov/>.
7. **AMENDMENTS:** Grantees can request amendments in the event of a Scope of Work, budget or timeline change. This request must be done in writing and submitted to CAC no less than sixty (60) days before the end of the grant activity period end date. Requests submitted after this date cannot be processed.
8. **COST RECORDS:** Grantee shall maintain complete, accurate, and current records of all income, including obligations incurred with respect thereto. Such records, or copies of such records, shall be kept separate from other cost records. During the duration of the activity and for not less than three years after completion or termination of the activity, Grantee shall make available for examination or audit any books, documents, papers, or records pertaining to the activity. Upon request by the CAC, the Grantee shall furnish at its own expense legible copies of materials deemed pertinent, within 10 working days from receipt of the request.
9. **MATERIALS DEVELOPED UNDER TERMS OF THE GRANT:**

- a. Ownership: CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC Grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes.
- b. Documentation: Documentation of artwork created and/or activities supported by this Grant is required. Professional quality digital photography is encouraged where feasible, and high-resolution images provided in JPEG format is preferred. For questions regarding photo documentation formats please contact your CAC Program Specialist.

10. CAC ACKNOWLEDGEMENT

- a. Logos: In order to further the CAC's effort to create recognition for public arts funding in California, the CAC requires that the Grantee display the CAC logos on all printed and electronic matter (websites, programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.). The Grantee shall display the logos at a size and dimension that assures their visibility and the viewers' comprehension of them. If displaying the CAC logo in electronic materials, embed the following link with the corresponding images: www.arts.ca.gov All logos, as well as the Logo Usage Guidelines for Grantees, can be downloaded from the CAC website at <https://arts.ca.gov/logos>. For additional assistance, contact the CAC Graphic Designer Steve Mok at steve.mok@arts.ca.gov.
- b. Additional CAC Graphics
 - i. The CAC also encourages Grantees to use the California Arts License Plate logo and the Keep Arts in Schools logo on all relevant printed and electronic materials. This will assist the CAC in increasing public awareness of these programs and their support for arts education and local arts programming. If displaying these logos in electronic materials, embed the following links with the corresponding images:
 - 1. Arts License Plate: www.artsplate.org
 - 2. Keep Arts in Schools Voluntary Contribution Fund: <https://www.keepartsinschoolsfund.org>
- c. Acknowledgement Language: Grantee is to acknowledge the receipt of CAC funding by using the following phrase in all materials produced as a result of receiving this award, and in any interviews with the media or during events when appropriate: "This activity is supported in part by the California Arts Council, a state agency. Learn more at www.arts.ca.gov."
- d. Disclaimer Language: If published, recorded, or visual material (such as in a magazine, film, video, book or brochure) espouses an editorial viewpoint, Grantee must specify in the material that "Any findings, opinions, or conclusions contained herein are not necessarily those of the California Arts Council."

11. SUBSCRIPTIONS: All Grantees will be subscribed to the California ArtBeat newsletter at the email address provided to CAC staff or as noted in the original application. In addition, it is the Grantee's responsibility to advertise to its arts organization constituents how to subscribe to the California ArtBeat.

- a. Instructions: Visit <https://arts.ca.gov/news/artbeat> and provide your Email Address, First Name, and Zip Code to subscribe.
12. RESOLUTION OF DISPUTES: If Grantee disputes any action by the CAC arising under or out of the execution of this Grant, Grantee shall notify the CAC of the dispute in writing and request a claims decision. The CAC shall issue a decision within 30 days of the Grantee's notice. If the Grantee disagrees with the CAC's decision, the Grantee shall submit a formal claim to the Director of the CAC or to the Director's designee.
The decision of the Director or the Director's designee shall be final and conclusive. The decision may encompass facts, interpretations of the agreement, and determinations or applications of law. The decision shall be in writing following an opportunity for the Grantee to present oral or documentary evidence and arguments in support of the claim.
13. FUNDING CONTINGENCY: This Grant is valid and enforceable only if the State's Budget Act of the appropriate fiscal year makes sufficient funds available to the CAC for the purposes of this program. Additionally, this Grant is subject to any additional restrictions, limitations, conditions, and/or cancellation enacted by the Legislature, which may affect the provisions, terms, or funding of this Grant. The State has the authority to terminate any or all Grants.
14. TERMINATION It is mutually agreed that either party may cancel this Grant by giving 30 calendar days advance written notice. Within 30 days of termination by either party, Grantee agrees to furnish the CAC with an itemized accounting of funds expended, obligated, and remaining under this Grant. Failure to comply with the terms of this Grant may lead to the cancellation of this Grant.

OTHER STATE OF CALIFORNIA PROVISIONS

The Grantee is responsible for complying with all applicable local, State, and/or Federal laws associated with this Grant.

OTHER PROVISIONS

FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS GRANT STANDARD AGREEMENT MAY DISALLOW THE GRANT RECIPIENT FROM FUTURE CAC FUNDING CONSIDERATIONS.

Contract Amendment Requests

Approval for changes

Programming activities must be completed as proposed. Changes must be proposed in advance and require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis.

Organizational and Contact Change Requests

Please submit change requests in a timely manner prior to the grant application deadline. Grant deadlines will not be extended due to pending change requests. CAC Staff assistance cannot be guaranteed the week of application due dates.

Please note that only the Primary Contact can edit a profile or submit change requests.

How to Update the Primary Contact	<p>To update an organization's Primary Contact, the person who will become the new primary contact must already be listed as an organizational contact in the grants management system.</p> <p>An organizational contact is a contact within the grants management system that can view almost all the content within the system but cannot recertify the organization or submit change requests. To register a new contact in the system:</p> <ol style="list-style-type: none">1. The <i>new Primary Contact</i> must add themselves as a contact through the Register Here Button on the main login page.2. Search for the organization via the IRS Look Up Tool.3. Once the organization appears, the <i>new Primary Contact</i> will add themselves as a contact by following the onscreen options.<ol style="list-style-type: none">a. Please note: The <i>new Primary Contact</i> and the <i>current Primary Contact</i> cannot share the same email address. Email addresses must be unique in the system. The CAC does not delete old contacts for record purposes.4. The <i>new Primary Contact</i> will receive an email from the system with password instructions within 10 mins. The password email is time sensitive. In the event the new password expires:<ol style="list-style-type: none">a. Go to the grants management system page, enter the email address associated with the new primary contact's account.b. Click Forgot Password.c. Check email for new password reset.
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Step 2: Primary Contact listed in the Grants Management System must submit a Change Request

Once the *new Primary Contact* is registered in the grants management system as an organizational contact:

1. The *former Primary Contact* must log into the grants management system.
2. Click on the **Organizational Profile button** in the top left corner of the screen.
3. Click on the **Edit** button in the top left corner of the screen.
 - a. Do not click the "Submit a change request" button at the bottom of the page.
4. There will be a horizontal menu on the organizational profile. Scroll on the menu to the Change Request Tab.
5. Click **Change Tab** on the horizontal menu.
 - a. Once in the Change Tab, complete all the relevant information for the *previous* and *new Primary Contact*.
 - b. **Please note:** CAC Staff cannot transfer the primary contact role or grants to a new primary contact until they are in the system as a registered contact. This step must be completed by the organization's staff to avoid delays in processing. Review Step 1 for more details.
6. After entering all necessary information, click **Submit Change Request.**

Special circumstances:

1. If the current primary contact's login credentials and the Change Tab feature are unavailable, register yourself as a contact per Step 1. Once registered, email program staff to request a primary contact change, specifying the lack of access to the *current Primary Contact's* account.
2. **IMPORTANT:** this is a rare and special circumstance that takes longer to process given that the request is initiated outside the grants management system. CAC staff will respond to this special request with further instructions and questions.

How to Update an Address

Requests to update the mailing and/or business address must be submitted via the Change Request Tab on the organization profile. Please note that address changes can take time to process; submit address changes in a timely manner when there are official changes to an organization's address or mailing needs.

Please note: A business address is where an organization is officially geographically located. A mailing address is where an organization receives its mail.

Step 1:
Primary Contact
submits the request via
the grants
management system.

1. The *Primary Contact* must log into the grants management system.
2. Click on the **Organizational Profile button** in the top left corner of the screen.
3. Click on the **Edit** button in the top left corner of the screen.
 - a. **IMPORTANT:** Do not click the "Submit a change request" button at the bottom of the page without completing the information on the Change Request Tab.
4. There will be a horizontal menu on the organizational profile, scroll on the menu to the Change Request Tab.
5. Click on the **Change Tab** on the horizontal menu. Once in the Change Tab:
 - a. Select the option for an Organization Profile Change.
 - b. Complete all required fields.
 - c. Note: Missing information will cause processing.
6. After entering all necessary information, click **Submit Change Request.**
7. CAC staff will contact the *Primary Contact* in the event further information is needed.

<p>How to Update an Organizational Name or Organizational Type</p>	<ol style="list-style-type: none"> 1. The <i>Primary Contact</i> must log into the grants management system. 2. Click on the Organizational Profile button in the top left corner of the screen. 3. Click on the Edit button in the top left corner of the screen. <ol style="list-style-type: none"> a. IMPORTANT: Do not click the “Submit a change request” button at the bottom of the page without completing the information on the Change Request Tab. 4. There will be a horizontal menu on the organizational profile, scroll on the menu to the Change Request Tab. Click on the Change Tab on the horizontal menu. Once in the Change Tab: <ol style="list-style-type: none"> a. Complete the information for the name of the individual requesting the change. 5. Select the option for an Organization Profile Change. <ol style="list-style-type: none"> a. Complete all required fields on the change request tab for the organization change you are requesting (name or type). b. Supporting documentation is critical. Include any documentation from the IRS and California Secretary of State that demonstrates the change. c. Ensure all your information is complete and be detailed in the open text fields. Missing information will cause delays. 6. After all necessary information is entered, click Submit Change Request. 7. CAC staff will contact the <i>Primary Contact</i> in the event further information is needed. Please note that changes in an organization's legal name or in the organization's type require additional staff review and assessment.
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Click here for a video tutorial of this process:

[Organization Certification, Contact and Address Changes](#)

Reporting Requirements

Interim report

Provide an interim report summarizing grant-funded activities and accomplishments within 30 days of the midpoint of the grant activity period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.

Final report

Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the grant activity period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.

Compliance

Awarded grantees must comply with all requirements as stipulated in the grant agreement, including but not limited to carrying out activities consistent with the original proposal summary statement and the intent of the application as approved for funding, including in instances where the grant award may be less than the original request amount.

If a final report is not submitted by the due date, the grantee organization will be ineligible for CAC funding during the next cycle. This provision will impact eligibility from the 2025 grant cycle on.

Frequently Asked Questions

The Frequently Asked Questions page on the CAC website is updated frequently. Please click [here](#) to view the current list.

Glossary

Arts Organization: An arts and cultural organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services.

Arts Service Organization: An arts service organization is defined as a nonprofit or fiscally sponsored organization that furthers the interests of artists, creators, and tradition bearers. They also provide specialized, practical services for arts organizations and cultural communities. These organizations preserve, present, and promote specific cultural practices, artistic disciplines, or creative initiatives. An arts service organization may operate a network. For specific information regarding networks, please see definition below.

Artistic Practice: We do not specifically define "artistic practice." An applicant makes this determination for themselves regarding their work.

Equipment: Equipment is considered to be any item that will continue to have a useful life past the program's grant activity period.

Local Arts Agency: A local arts agency is defined as the official county-designated organization that supports arts and cultural activity in service to individuals and communities throughout an entire county. Local arts agencies provide financial support, services, and/or other programming to a variety of arts organizations, individual artists, and the community. A local arts agency can be a unit of local government or a nonprofit organization.

Networks: Networks are associations or groups of individuals or organizations with common interests, visions or organizational missions that work together to strengthen the collective group.

Regional Reach: Regional reach refers to programs and/or services having significant constituent representation in at least three counties, OR a county with a total population of over 3 million in multiple municipalities including San Diego, Los Angeles or Orange.

Signature: Click [here](#) for information on acceptable forms of validation for required signed documentation.

Statewide Reach: Statewide reach refers to programs and/or services having significant constituent representation throughout California, including Northern, Central, and Southern, coastal, and inland regions.

Supplies: Supplies are materials that are expected to be expended within the program activity period.

Total Revenue: The CAC's definition of Total Revenue is the total cash inflow from your organization's most recently completed fiscal year. Cash inflow/income includes all earned income (ex: ticket sales) and contributed income (ex: grants, donations/contributions, one-time organizational funding).