

California Arts Council  
Grant Description and Budget Instructions

**EXHIBIT A – SCOPE OF WORK**

Briefly describe what California Arts Council award and matching funds will support.

*Note: For project specific programs (AIS, CPV, SN) the description should reflect the proposal in your application. Consult with the appropriate CAC staff before making changes.*

**EXHIBIT B**

**I. BUDGET DETAIL**

*(Note: totals calculate after tabbing to the next field)*

Personnel Expense 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? Check this box if this is a new position being supported.
- Give the rate of pay (annual; monthly, hourly; per service, etc.)
- Indicate amount of CAC funds to be used to support each position.
- Match CAC funds 1:1 (dollar for dollar). **Do not overmatch. Only match the portion that the CAC funds are covering (other State funds cannot be used as a match). For CPV and SN Programs, funds from the National Endowment for the Arts cannot be used as a match.**

Operating/Production Expense

- This line item includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, phones.

Source of Match

- Identify the source(s) of matching funds. Do not overmatch.

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 Exhibit D-Special Terms and Conditions #4 located at [www.cac.ca.gov/files/forms.php](http://www.cac.ca.gov/files/forms.php) located at [www.cac.ca.gov/files/forms.php](http://www.cac.ca.gov/files/forms.php)