



2026 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

© 2026 State of California

Governor of California

Gavin Newsom

Arts Council Members

Roxanne Messina Captor, Chair

Nicola Miner, Vice Chair

Caleb Duarte

Vicki Estrada

Leah Goodwin

Roy Hirabayashi

Alex Israel

Dorka Keehn

Phil Mercado

Rick Stein

Executive Director

Danielle Brazell

Chief Deputy Director

Michelle Radmand

Director of Program Services

Kristin Margolis

2750 Gateway Oaks Drive, Suite 300

Sacramento, CA 95833

(916) 322-6555

Toll Free (800) 201-6201

FAX: (916) 322-6575

www.arts.ca.gov

Office Hours

8:00 a.m. - 5:00 p.m., Monday through Friday

Table of Contents

About the California Arts Council	5
Purpose	5
The Council	5
Mission	5
Vision	5
Land Acknowledgement from the California Arts Council	5
Grant Opportunity.....	6
Racial Equity Statement.....	6
Racial Equity Resources.....	7
Funding.....	7
Information Access.....	7
Grant Process	7
Requirements	7
Ownership, Copyrights, Royalties, Credit.....	8
Applicant Resources.....	8
General Eligibility	8
Fiscal Sponsorship.....	9
Matching Requirements.....	13
What We Do Not Fund.....	13
Applying for a Grant.....	14
Using the SmartSimple Portal.....	14
How to Register as a New Applicant Organization	14
Note on Registering as a Fiscally Sponsored Organization	15
Organizational and Contact Change Requests.....	16
Grant Process Information	19
Grants Panel Process	19
Awards Decision Making.....	20
Appealing a Decision	20
Awardee Resources	21
Award Notification	21
Contract Documents	21
Signatures	21
Payment Processes and Timelines	22
Acknowledging Support from the CAC.....	22

Terms and Conditions	23
Reporting Requirements	30
Interim Report.....	30
Final Report.....	30
Compliance.....	30
Frequently Asked Questions	30
Glossary.....	30

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 grant awards.

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.

Land Acknowledgement from the California Arts Council

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 today 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.

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, sex, color, ethnicity, or national origin in its internal operations or its stewardship of public funds.

Racial Equity Statement

The California Arts Council is committed to racial equity.

- We are committed to ensuring that every policy 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 the 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 developing new policy initiatives.
- We are committed to the just and equitable disbursement of resources.
- We will obtain the following information when relevant and appropriate 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.

Building a race equity culture requires intention and effort. This CAC Racial Equity Statement should inspire greater collaboration in policymaking, strengthen public will and input, and develop policymaking that has a strong commitment to advancing equity. Led by our Racial Equity Statement, we will fully integrate race equity into every aspect of our operations and programs and work toward the dismantling of structural racism wherever we encounter it and improving CAC outcomes for all.

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 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.

Funding

The CAC is a state agency funded by 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, and supplemented 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.

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 makes final funding and award decisions based on panel ranks, funding priorities, and agency local assistance appropriation. CAC staff is responsible for grant contract administration.

In dire or unexpected circumstances, the CAC reserves the right to make exceptions to any policy, procedure, or funding recommendation on a case-by-case basis.

Requirements

The California Arts Council provides grant funding to arts organizations. Eligible organizations must demonstrate nonprofit status under Section 501(c)(3) of the Internal Revenue Code (or use a fiscal sponsor, when applicable), Section 23701d of the California Revenue and Taxation Code, or qualify as a unit of government. Applicants must comply with the following regulations:

- Civil Rights Act of 1964, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- Age Discrimination Act of 1975
- Drug-Free Workplace Act of 1988
- California Government Code Sections 11135-11139.5 (anti-discrimination)
- Fair Labor Standards Act (per Title 29, Part 505 of the Code of Federal Regulations)
- Americans with Disabilities Act of 1990 (ADA)
- Fair Employment and Housing Act
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996

This ensures compliance with both federal and state regulations.

Ownership, Copyrights, Royalties, Credit

The CAC does not claim ownership, copyrights, royalties, or other rights 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 and promotional purposes. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

Applicant Resources

General Eligibility

Applicants must comply with these requirements:

- California-based - 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 before the application deadline.
- 501(c)(3) organization - 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.
 - A Letter of Agreement between the fiscal sponsor and the applicant organization must be signed by a representative from both parties and submitted with the application. 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. **Use of CAC's template [Letter of Agreement](#) is required.**

- A fiscal sponsor change is generally not allowed during the Grant Activity Period. CAC will consider exceptions on a case-by-case basis.
- Fiscal sponsors must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline. (Acting as a fiscal sponsor to arts and cultural organizations is considered an arts service.) See 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.
- Applicants must review individual program guidelines for further eligibility requirements.

Fiscal Sponsorship

Organizations conducting nonprofit work without federal tax-exempt 501(c)(3) status can apply for CAC grants by using a fiscal sponsor. **Individuals, LLCs, and any for-profit entities are not eligible for CAC grants and may not apply using a fiscal sponsor.**

Applicant Organization Fiscal Sponsorship Eligibility Requirements:

- Must be an organization conducting nonprofit work (see our [What We Do Not Fund](#) document for more information); the CAC does not accept applications from individual applicants, LLCs, or any for profit entities (including charitable arms or branches).
- Must have a principal place of business in California.
- Must be consistently engaged in arts programs and/or services for two years before 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, LLCs, or any for-profit entities).
- Must have a principal place of business in California.
- Must be consistently engaged in arts programs and/or services for two years before 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.

- Cannot fiscally sponsor an arm or branch operating under the same organization (ex: a university fiscally sponsoring a museum with the same FEIN; a for-profit entity fiscally sponsoring a department within the same organization that operates like a nonprofit). Applicants must demonstrate that the fiscal sponsor maintains separate operations from the fiscal sponsee.

Relationship Between the Applicant Organization and the Fiscal Sponsor:

If an applicant organization using a fiscal sponsor is recommended for funding, the fiscal sponsor becomes the legal contractor for the grant. The fiscal sponsor must complete and submit the California Standard Agreement (STD213) and the Payee Data Record (STD 204) with contract documents.

Fiscal sponsors must partner with the applicant organization during the Grant Activity Period to ensure CAC funding is used in accordance with the grant contract.

After the grant application deadline, the applicant organization may not change its fiscal sponsor without an official written request and approval from the CAC.

Fiscal Sponsor Responsibilities

- Serve as fiscal sponsor through the full Grant Activity Period, including any CAC-approved extensions.
- Maintain close involvement with applicant organization to ensure 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).
- Ensure all contractual documents are signed and approved by an authorized representative of the fiscal sponsor organization.
- Receive all grant disbursements from the CAC and distribute all funds, to the applicant organization upon receipt, minus any agreed-upon fee.
- Update any contracting information by contacting the appropriate CAC staff for assistance with official changes.

Applicant Organization Responsibilities

- Develop and execute the proposed grant activity and complete all required reporting.
- Represent applicant organization in all application materials and information (other than the fiscal sponsor’s IRS 990 form). This includes application budget tables and references to total operating revenue.
- 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.

The fiscal sponsor and the applicant organization must use the CAC-provided [Letter of Agreement template](#). If the CAC provided template is not used, the application will not be eligible.

Fiscally Sponsoring Multiple Applications:

An organization may act as the fiscal sponsor for multiple applicant organizations. A fiscal sponsor organization may also submit its own proposal as an applicant organization.

Fiscally Sponsored Grant Application Requirements:

- Legal name of fiscal sponsor
- Fiscal sponsor's federal 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 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. CAC does not accept 990-N forms.

Fiscal Sponsor Letter of Agreement Required Template

Click [here](#) or see the following pages for the required letter of agreement template for applicant organizations using fiscal sponsors.

[Date]
[Organization name]
[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 (CAC) [grant program name] grant, if awarded. The terms of the agreement are as follows:

[Fiscal sponsor organization name] agrees to:

- Serve as fiscal sponsor throughout the full term of the Grant Activity Period, 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].
- Receive all grant disbursements from the CAC and distribute all funds to [applicant organization name] upon receipt, minus any agreed-upon fee.
- Update any contract information by contacting the Arts Program Specialist assigned to [grant program name] for assistance with official changes.

[Applicant organization name] agrees to:

- Develop and execute the proposed grant activity and complete all required reporting.
- Provide all application materials and information (other than the fiscal sponsor's IRS 990 form) that are representative of [applicant organization name] to the CAC. This includes application budget tables and references to total operating revenue.
- Acknowledge that the fiscal sponsorship agreement cannot be changed during the Grant Activity Period unless an official request is approved by the CAC.
- Acknowledge that termination of the fiscal sponsor relationship or violation of terms outlined in this Letter of Agreement may 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.

[Signature]

[Signature]

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

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

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 as matching funds.

What We Do Not Fund

The California Arts Council cannot fund the following applicants:

1. Nonprofit organizations not in “good standing” with the California Secretary of State (SOS)
2. Previous grantee organizations not in compliance with CAC grant requirements, such as failing to submit a final report (as stipulated in grant agreement)
3. Organizations that are registered and primarily operate as for-profit corporations/entities, even if they have a fiscal sponsor
4. This includes LLCs and any for-profit entities (including charitable arms or branches of larger for-profits)
5. Non-arts organizations that do not offer ongoing art activities and/or services
6. Individuals (including individuals with a fiscal sponsor)
7. State agencies
8. Federal agencies
9. School districts
10. County offices of education
11. Elementary and secondary schools (public, private, charter)
12. Parent-teacher associations (PTAs)
13. Booster clubs

Neither the grant award nor the match may be used to pay for the following:

- Expenses incurred before the start date or after the end date of the Grant Activity Period
- Expenses that would replace other state funding, including:
 - Salaries of state employees
- General operating expenses for school districts and county offices of education
- Operational, administrative, or indirect costs of publicly funded schools, colleges, or universities
- Fundraising activities and events
- Services such as grant writing and annual campaigns
- 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
- Purchases of land and buildings
- Equipment purchases (equipment rentals are eligible)
- Expenses to maintain, upgrade, or repair buildings, land, equipment, or long-term assets
- Debt repayment
- Food and drinks
- Out-of-state travel

Applying for a Grant

Grant application windows generally open mid-spring and are due in early summer. Award announcements are made in the late summer/early fall. Grant activity periods begin 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 guidelines. Each grant program has specific goals, eligibility requirements, and restrictions that applicants must be aware of before beginning the application. Guidelines also include lists of the application questions and required support materials to submit for award consideration.

For any program-related questions, contact the CAC staff members listed at the end of each program's guidelines.

To apply for a CAC grant, register an account or log in to the CAC's online grants management system using the [SmartSimple portal](#).

Using the SmartSimple Portal

Grant applications are submitted and managed through the online SmartSimple portal. Organizations must be registered in CAC's SmartSimple portal and must annually recertify to submit grant applications.

New applicants are strongly encouraged to register an online profile well in advance of the application deadline.

How to Register as a New Applicant Organization

Click here for a video tutorial of this process:

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

Registering the Organization

1. Navigate to CAC's SmartSimple landing page: calartscouncil.smartsimple.com.
2. Click the Register Here button.
3. Register as an applicant organization.
4. Select organizational type:
 - a. Select Nonprofit organization, Unit of local government, or Organization or group intending on applying for a CAC grant with a fiscal sponsor.
 - b. Answer the two on-screen questions.
 - c. Certify this information is true and accurate. 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.
 - 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, contact CAC staff for assistance.
6. Click on the organization's name to populate the fields on the previous screen.
 - a. If the information pulled from the IRS is not accurate, submit a change request after the organizational profile is set up.
7. Complete all fields, including the mailing address (even if it is the same as the business address) and Primary Contact.
 - 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.
8. After clicking on the **Submit** button, the Primary Contact will receive an email from the SmartSimple portal. Please allow emails from @Calartscouncil.Smartsimple.com to be received by your inbox.

Note on Registering as a Fiscally Sponsored Organization

Use your organization's profile and your organization's information in the grant application to apply with a fiscal sponsor. Do not use the fiscal sponsor's profile or enter the fiscal sponsor's information. Fiscal sponsors **cannot** apply on your organization's behalf and do not need to have an account in the grants management system. See the Fiscal Sponsorship section of this manual for more information.

Primary Contact Responsibilities

The Primary Contact is the primary user account for an organizational profile. The Primary Contact receives email notifications and is responsible for maintaining accurate organizational profile information, completing annual CAC certification, and other functions in the SmartSimple portal. The Primary Contact is the only contact that can submit change requests.

Each organization can have one designated Primary Contact. **Email addresses must be unique** in the system. CAC does not delete former contacts for record purposes. If

there is a change in staff, the Primary Contact can request a Primary Contact change in the organizational profile. If the Primary Contact account is no longer reachable, contact CAC staff for assistance in switching the primary contact.

Additional Organizational Contacts

Additional contacts must self-register by selecting the Register Here button on the CAC's SmartSimple landing page. Additional organizational contacts must search for their existing organization via the same registration process as the Primary Contact and must use a unique email address.

The system will conduct a duplicate check and associate the user with the existing organization. Additional organizational contacts can view the organizational profile and grants but do not have editing abilities.

Application Owner

The registered contact who starts a grant application becomes its Application Owner and is the only contact who can edit and submit that specific grant application. Application Owners must confirm their authority to submit on behalf of the organization upon submission.

Additional organizational contacts can view but not edit the organization's applications. The Application Owner receives all email notifications related to the application and any resulting grant including final report notifications.

Organizational and Contact Change Requests

Updating your organizational and contact profiles in the SmartSimple portal often requires submitting a change request. Only the Primary Contact can edit a profile or submit change requests. Change requests must be submitted well ahead of the grant application deadline, as CAC Staff may be unavailable to assist with change requests during the two weeks before application due dates. Grant deadlines will not be extended for pending change requests.

Registering the New Primary Contact in the SmartSimple Portal

Before updating an organization's Primary Contact, the new Primary Contact must have an account in the SmartSimple portal. CAC staff cannot transfer the Primary Contact role or grants until the new contact is registered in the system. The organization's staff must complete this to prevent processing delays.

To register a new Primary Contact in the system:

- The new Primary Contact must add themselves as a contact through the **Register Here** button on the main login page. Search for the organization via the IRS Look Up Tool.
- Once the organization appears, the new Primary Contact will add themselves as a contact by following the onscreen options.

- The new and current Primary Contacts must have separate, unique email addresses, as duplicates are not allowed. Old contacts are retained for record-keeping purposes.
- The new Primary Contact will receive a time-sensitive email with password instructions. If the new password expires, use the **Forgot Password** link on the login page.

How to change the Primary Contact when the new Primary Contact is registered as an organizational contact:

- The current Primary Contact must log into the SmartSimple portal.
- Click on the **Organizational Profile** button in the top left corner of the screen.
- Click on the **Edit** button in the top left corner of the screen.
- Do not click the “Submit a change request” button at the bottom of the page yet.
- Scroll on the horizontal menu to the **Change Request** tab.
- Click **Change Request** tab.
- Enter all information for the current and new Primary Contact.
- Click **Submit Change Request**.

Special Circumstances:

If the current Primary Contact’s login credentials are unavailable, register as an additional organizational contact and email program staff to request a Primary Contact change, specifying the lack of access to the current Primary Contact’s account. CAC staff will respond 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 in the organizational profile. Address changes can take time to process.

1. The Primary Contact must log into the SmartSimple portal.
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.
4. Scroll on the horizontal menu to the **Change Request** tab.
5. Click on the **Change** tab on the horizontal menu:
 - a. Select the option for an Organizational Profile Change.
 - b. Complete all required fields.
 - i. A **business address** is where an organization is officially geographically located.
 - ii. A **mailing address** is where an organization receives its mail.
6. Click **Submit Change Request**.
7. CAC staff will contact the Primary Contact if further information is needed.

How to Update an Organizational Name or Organizational Type

Changes to an organization's legal name or type require additional staff review and assessment.

1. The Primary Contact must log into the SmartSimple portal.
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.
4. Scroll on the horizontal menu to the **Change Request** tab. Click on the **Change** tab.
 - a. Complete the information for the name of the individual requesting the change.
 - b. Select the option for an **Organizational Profile Change**.
5. Complete all required fields on the **Change Request** tab for the organization change you are requesting (name or type).
 - a. **Supporting documentation is critical.** Include any documentation from the IRS and California Secretary of State demonstrating the change.
6. After all necessary information is entered, click **Submit Change Request**.
7. CAC staff will contact the Primary Contact if more information is needed.

Annual Certification Process

Every year, the CAC 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 and apply to 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.

Applicants can recertify the organizational profile even if there is a pending address change request submitted via the **Change** tab. Applicants do not have to wait for an address change to be completed to finish the certification process or start applications.

Visit this link for a video tutorial of this process:

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

How to Certify Your Organization

1. The Primary Contact must log in to the SmartSimple portal.
2. Click on the **Organizational Profile** button in the top left corner of the screen.
3. Once in the Organizational Profile, a red notice will be displayed indicating the organization's profile requires certification.
4. Click on the **Edit** button in the top left corner of the screen.
 - a. After clicking the **Edit** button, review each tab listed within the organizational profile.
 - b. Update any relevant fields under each tab.
5. Submit change requests as needed. Refer to the Organizational and Contact Change Requests section of this manual for more information.
6. After updating all editable fields, click on the **Certify the Organization** button at the bottom of the screen.
7. After certification is completed, return to the user dashboard.

Grant Process Information

Grants Panel Process

Panel Adjudication and Ranking Scale

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

- **6 (Exemplary):** Fully achieves the purpose of the program. Meets all review criteria and project requirements to the highest degree.
- **5 (Strong):** Strongly achieves the purpose of the program. Meets all review criteria and project requirements to a significant degree.
- **4 (Good):** Sufficiently achieves the purpose of the program. Meets all review criteria and project requirements to some degree.
- **3 (Fair):** Moderately achieves the purpose of the program. Meets most review criteria and project requirements.
- **2 (Marginal):** Minimally achieves the purpose of the program. Meets some review criteria and project requirements.
- **1 (Weak):** Does not achieve the purpose of the program and/or is not appropriate for this grant category. Inadequately meets the review criteria or project requirements.

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.

Final panel rankings for all eligible grants are presented to the Council.

Awards Decision Making

The appointed California Arts Council members have final authority for grant awards. Upon receiving and reviewing recommendations from Council committees, the Council members hold 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 during any given grant cycle, the Council may use decimal point ranks to fund more applicants.

How to Receive Feedback from Panelists

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

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

Appealing a Decision

Appeals forms can only be submitted for applications 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:

- The 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.
- A technical error in the grants management system caused the incorrect processing of required application materials and negatively influenced the panel's recommendation. You must provide clear evidence that the review was unduly influenced by the error of fact. Errors made by the applicant are not eligible for appeal and include but are not limited to: incorrect document uploads, late application submission, etc.

Request an official Appeal Form by emailing the Program Specialist(s) listed on the grant guidelines. Fill out the official Appeal Form and email or postmark to the contact listed on the form within **45 calendar days** of the declination notice sent date.

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 calendar 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>. If fiscally sponsored, letters must be from the applicant organization, not the fiscal sponsor.
- **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.

Signatures

During contracting, organizations may submit thank-you letters, letters of agreement, and fiscal sponsor agreements as **PDF or Word** documents using the following signature types:

- Electronic signatures (e.g., DocuSign, Adobe Sign)
- Typed signatures (your name typed in a signature field)
- Inserted image files (a scanned or digital image of your signature)
- “Wet” signatures (physically signed, then scanned)

Exceptions: Organizations must use Signority to sign the Payee Data Record (STD204) and Grant Standard Agreement (STD213) forms as directed in the SmartSimple portal.

Where to Place Your Signature

Ensure that your signature is positioned correctly:

- Above the signature line:
Joseph Schmoseph

Joseph Schmoseph, Executive Director

- In a signature block:
Joseph Schmoseph
Executive Director

When to Use These Signatures

You can use the approved signature types for:

- Legislator thank-you letters
- Fiscal sponsor agreement letters

Exceptions

For STD 204 (Payee Data Records) and STD 213 (Grant Standard Agreements), you **MUST use Signority to sign**. The CAC will provide specific instructions provided for these forms.

Payment Processes and Timelines

Once grantees have completed all contract documents, those documents have been approved, and the contract itself has been executed, CAC 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 (check guidelines for estimated payment timeline).

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 Acknowledgment** - The following acknowledgment of CAC funding is required on all printed and electronic materials: "*This activity is supported in part by the California Arts Council, a state agency. Learn more at www.arts.ca.gov.*"
- **CAC Notification Requirement** – All major activities fully or partially funded by the CAC during the Grant Activity Period should be reported to the agency at least 30 days in advance, which is ideal for ensuring awareness, facilitating promotion, and allowing for potential attendance by agency representatives.

Terms and Conditions

Grantees must adhere to the following terms and conditions 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 Assembly member 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: 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, Full Name, Organization and ZIP Code (optional) 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 a grant standard agreement may disallow the grant recipient from future CAC funding considerations.

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.

Reporting Requirements

Reports are filled out and submitted within the grant application portal, using the CAC-provided format. The Application Owner will receive an email when reports are available in the Requires Attention section of the Application Owner's account.

Interim Report

Provide an interim report summarizing grant-funded activities and accomplishments within 30 days of the midpoint of the Grant Activity Period (or by the stated deadline). Grantees who do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC. Note: Interim reports are only required for multiyear grant programs.

Final Report

Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the Grant Activity Period (or by the stated deadline). **Grantees that do not submit reports will be ineligible to apply for future funding opportunities.**

Compliance

Grantees must comply with all requirements in the grant agreement, including but not limited to carrying out activities consistent with the original summary statement and intent of the application, even if the grant award is less than the original request amount.

Frequently Asked Questions

Click [here](#) to view the current FAQ webpage.

Glossary

Administering Organization: An Administering Organization (AO) is a grantee of the CAC that develops and implements a statewide or regionally based regranting program.

Arts and/or cultural 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 the definition below.

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

Award: Award refers to the funding amount approved by Council, based on panel ranks, program priorities, and programmatic allocations.

Equipment: Equipment is considered to be any item that will continue to have a useful life past the program’s Grant Activity Period.

Fiscal sponsor: A fiscal sponsor is a 501(c)(3) organization that accepts and distributes a grant on behalf of an applicant organization that lacks 501(c)(3) status. Fiscal sponsors maintain close involvement with the applicant organization to ensure that funding is used in accordance with the approved grant proposal.

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.

Rank: Rank refers to the score given by panelists to an application based on the review criteria.

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.

State-Local Partner: A State-Local Partner is a county arts agency designated by their Board of Supervisors to be the official partner of the CAC in that county.

Supplies: Supplies are materials that are expected to be expended within the Grant 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). Re-granting, pass-through, and restricted capital improvement funding are excluded from the organization's total revenue calculation.