

# California Arts Council 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 the [2026 Grants 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.**

Instructions for the certification process are included below. For a video tutorial of this process, please visit this link:

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

Step 1:

**Primary Contact logs into the grants management system**

1. The Primary Contact must log in to the grants management system.
2. Click on the **Organizational Profile** button in the top left corner of the screen.
3. Once in the Organizational Profile
  - a. 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. **Note:** If you do not see the orange edit button, you are not signed in as the Primary Contact and will not be able to certify the organization.
5. After clicking the **Edit** button, review each tab listed within the Organizational Profile.

Step 2:

**Primary Contact reviews and updates Organizational Profile information**

- a. Update any relevant fields under each tab.
  - b. Submit change requests as needed. Refer to the Organizational and Contact Change Requests section of the [2025 Grants 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.
8. Any grants open for applications will now appear on the left-hand side of the user dashboard and will have an **Apply** button available.
  - a. Please note: The contact that clicks the **Apply** button will become Applicant Owner, the only contact for that organization that can edit or submit that application.

**IMPORTANT:** 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.