California Arts Council
Registration Information

All users of the California Arts Council (CAC) online grants management system must first register for a user account at calartscouncil.smartsimple.com using a unique email address. This email address will be used to log in to the system.

CAC offers grants to both individual artists and organizations. Please review the applicable section below, according to your user type:

Individual Artist Users

An Individual Artist User must first answer a brief eligibility quiz, provide information for their Personal Profile, then validate this information annually through a process known as Certification. The individual may also receive notifications from the grants management system. Registration fields include:

- Email address: This email address should be unique and not associated with an existing Organizational User account. A personal email address is highly recommended.
- Additional contact information, including physical address, county name, phone number and fax number (if available), and website (if available)

Organizational Users

Organizational Users are first required to associate their account with an organization during the registration process through an eligibility quiz. **The first user to register an organization will become the Primary Contact for that organization.**

Primary Contact

The Primary Contact is the first authorized representative to register and associate their user account on behalf of an organization. The Primary Contact is responsible for providing accurate information in the Organization Profile and validating this information annually through a process known as Certification. The Primary Contact may also receive email notifications from the grants management system.

In order to access funding opportunities through the system, the Primary Contact must provide and certify the following information within the Organization Profile:

- Applicant organization federal Employee Identification Number (EIN) (For nonprofit organizations, the EIN will be used to verify 501(c)(3) status through the registration process.)
- Accurate organizational contact information including business address, mailing address (if different), county name, organization phone and fax numbers (if applicable), and website
- Year organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of core organizational programs and services

Additional Organizational Contacts
Additional authorized representatives can also register and access applications on behalf of an organization already in the system. These additional users will follow the same registration process as the Primary Contact, starting with the eligibility quiz. The system will conduct a duplicate check and associate the user with the existing organization.

Application Owner
The registered user that begins an application in the system becomes the Application Owner. The Application Owner is the only user that has the ability to edit and submit that specific application. Application Owners must verify that they are authorized to submit the grant application on behalf of the organization upon submission. Additional organizational contacts can view the organization's applications but cannot edit and submit them. The Application Owner will receive email notifications from the grants management system specific to their associated application, and subsequent grant, if awarded funding.

Applying with a Fiscal Sponsor
For CAC grant programs in which fiscal sponsorships are allowed, the applicant organization applying in partnership with a fiscal sponsor will provide the fiscal sponsor's information within the body of the application—it is unnecessary for fiscal sponsors to register within the grants management system solely for the purpose of serving as a fiscal sponsor.

A fiscal sponsor IRS lookup tool within relevant applications will assist in verifying the intended fiscal sponsor. Required fiscal sponsor information includes the fiscal sponsor's legal name, executive leader contact information, mailing address, EIN and DUNS numbers, years of arts programming, and a description of the fiscal sponsor's arts programming history. The fiscal sponsor's IRS Form 990 and a fiscal sponsor Letter of Agreement relevant to each specific funding request must also be provided. Be sure to review the CAC's 2021 Fiscal Sponsor Policy (PDF) for complete information.