



STATE-LOCAL PARTNERS

2022 Grant Guidelines

Deadline: March 9, 2022

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

© 2022 State of California

STATE-LOCAL PARTNERS

2022 GRANT GUIDELINES

DEADLINE: March 9, 2022 11:59 PM

Grant Awards: Up to \$65,000

Estimated Total Number of Grant Awards: 53

Grant Activity Period: September 1, 2022 – August 31, 2023

Matching funds: One-to-one match is required for organizations with Total Operating Revenues of \$1,000,000 or more.



Apply at: calartscouncil.smartsimple.com

Background & Purpose

The **State-Local Partners** (SLP) program provides general operating support and technical assistance for county-designated **local arts agencies**. The purpose of the program is to foster cultural development on the local level through a partnership between the State and the counties of California. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership. The partnership enables individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

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 an agency of local government, a nonprofit organization, or a hybrid of the two.

The CAC's [Strategic Framework](#), adopted in 2019, indicates a number of aspirational areas regarding the agency's relationship with its SLPs:

- State-Local Partner Funding
 - Action: Conduct a review to determine a timeline and process for increasing the amount of funding granted to the SLPs. This timeline should include a detailed process for assessment, capacity building, bolstered support, and compliance checks, as well as a plan for establishing participation by and benefits for all 58 counties.
 - Root Cause Rationale: This action will acknowledge the ability of SLPs to understand and respond to their local needs. In addition, financially committing to building capacity at the local level will position SLPs to have more control, ownership, responsibility, and a deepened connection to the CAC.
- State-Local Partner Capacity Building
 - Action: Increase technical assistance and training to SLPs that meets the unique needs of each organization, as identified by research and evaluation. Ensure that SLP contracts are written to require adherence to

key CAC policies and expectations, clearly outlining the role of the state-county partnership. Develop strategies to align SLP priorities with the priorities of the CAC, while allowing for flexibility and self-determination. Support the development and implementation of local plans that result in consistent quality and equity of service across counties.

- Root Cause Rationale: The state's arts and creativity infrastructure should be strong at every level. The larger emphasis on funding the SLPs should be accompanied by a larger emphasis on requirements and support to align the SLPs with the CAC's stated values. Explore tools to support values alignment, such as requiring local plans to state how these values will be operationalized. Include attention to root causes such as implicit bias and lack of representation on boards. By developing trainings of trainers at the local level, along with the expectation that SLPs engage in this process with their grantees, there will be a rippling effect with those who ultimately receive CAC funds and are recruited to serve on CAC panels.

The Council voted to increase the annual maximum request amount for the SLP grant to \$65,000 as a first step in supporting these aspirational areas.

State-Local Partners serve as **Poetry Out Loud** partners and will receive financial support of \$5,000 through this grant program (included in the maximum request amount) to facilitate an annual Poetry Out Loud program throughout their county, either through direct programming or in partnership with another local organization/agency. Poetry Out Loud funds will not be based on panel ranking.

Beginning in 2022, SLPs will also collaborate with the CAC on implementing its Individual Artists Fellowship program. The SLPs will also support those artists in preparing and submitting their applications to the CAC for adjudication. This collaboration will help address another aspirational area of the Strategic Framework regarding geographic equity:

- Geographic Equity
 - Action: Explore how to best address grantmaking equity for the disparate regions of the state. Utilize data analysis to assess present-day regional disparities among CAC grantees. Seek guidance from existing funding models that address how to identify and give preference to disadvantaged communities.
 - Root Cause Rationale: There are varying degrees of arts and culture infrastructure throughout the state, based on historic and current variations in investment and other factors, so a one-size fits-all approach to funding regionally will perpetuate existing inequities. Geographic locations with fewer resources will benefit more by gaining greater access to CAC resources.

Program Goals

Projects should address the following State-Local Partners program goals:

- Support the work of local arts agencies in fostering the countywide arts and cultural ecosystem.
- Provide funds to address priorities identified at the local level in alignment with State-Local Partners program requirements.
- Promote racial equity practices in programming and services for artists, arts organizations, communities, cultural practitioners, and creative practitioners throughout each county with a designated State-Local Partner.
- Serve every county in the state through a designated State-Local Partner in each county.

Program Requirements

- Funding for general operating support is awarded as a contract between the State-Local Partner grantee and the California Arts Council. State-Local Partner grantees will be expected to:
 - Maintain an accessible public office operated by, at minimum, one full-time staff member. *In unique situations, exceptions can be made.*
 - Reflect a commitment to include and represent the communities to be served.
 - Attend CAC convening(s) (if applicable).
 - Host meetings for the CAC as needed.
 - Promote CAC grant opportunities, workshops, and other resources to county constituents.
 - Conduct a racial equity impact assessment within the first six months of the Grant Activity Period. This assessment will include required attendance at an orientation with CAC staff and internal data gathering, including but not limited to demographic and other identifier data on the SLP staff and board; individual artists, organizations, and community members served and supported by the SLP's activities and programming; existing gaps in service to specific communities; and reporting to the CAC at the midpoint of the Grant Activity Period to inform 2023 program guidelines and funding allocations.
 - Participate in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the local arts agency.
 - Participate in program evaluation.
- The applicant must complete general operating support activities aligned with the program's purpose by June 30, 2023.

- All activities to be funded by the CAC must occur within the Grant Activity Period (see Timeline).
- Proposals must address how the applicant organization:
 - Provides access to diverse art forms that facilitate public participation
 - Offers programs and services that include and support the cultural diversity and traditional arts of the entire county
 - Facilitates an annual Poetry Out Loud program in partnership with the CAC through either direct programming or in partnership with another local organization/agency
 - Collaborate with the CAC to implement the Individual Artists Fellowship program and support those individuals in preparing and submitting their applications.
- Proposals should explain how the applicant organization achieves at least two of the following local arts agency activities or services:
 - Engage in community development through the arts or contribute to creative placemaking activities
 - Conduct cultural assessment and planning that encourages input from community members
 - Foster local and regional partnerships and collaboration through convenings or other means
 - Provide stewardship of a community's art collection(s)
 - Engage in programs that promote arts advocacy efforts at the local, state, or national level
 - Provide and/or support arts learning (preK-12, adult education, creative aging, etc.)
 - Manage a public art program
 - Produce or present programs such as festivals, community theatre, concerts, literary events, workshops, etc.
 - Grant or provide financial support to cultural organizations or artists
 - Facilitate economic development efforts that support the creative economy through arts industries
 - Manage one or more cultural facilities in the county
 - Provide public relations or marketing services for State-Local Partner arts programs and/or services, and for other arts and cultural activities in the county
- Rates of compensation for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.

- All CAC-funded programs, services, information, and facilities where funded activities take place, including online spaces, must be accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

Eligible Organizations

- Applicant organization must be designated by their County Board of Supervisors to serve as the State-Local Partner in the county.
 - Multi-county Partnerships: Partnerships that serve multiple counties may be eligible to apply. A Multi-county Partnership must be designated as the State-Local Partner by the county Board of Supervisors in all counties represented. Funding is prorated based on the number of counties in the partnership. Multi-county Partnership applicants must give evidence of service and program equity to all participating counties.
- Applicant organizations using fiscal sponsors - An applicant organization that is without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding. For-profit businesses and individuals may not use a fiscal sponsor to apply to CAC organizational grants. Types of applicant organizations eligible to apply using a fiscal sponsor include, but are not limited to artist collectives, guilds, and 501(c)(6) organizations.
 - 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.**
 - A fiscal sponsor change is not permissible during the Grant Activity Period, with rare exceptions.
 - 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](#).

Eligibility Requirements

- **Racial equity statement** - Description of the organization's commitment to equitable policies and culture.
- **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.
- **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,” “cancelled,” 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.

Eligible Request Amounts

Applicant organizations can request up to \$65,000.

Funding Restrictions

- Statewide and Regional Networks, Cultural Pathways, and Arts and Cultural Organization General Operating Relief applicants are not eligible for State-Local Partners support in the same fiscal year.
- Applicants to this program are not restricted from applying for and receiving additional CAC project grants.
- For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year.

Matching Funds

This program requires a 1:1 match of award funds for organizations with Total Operating Revenues (TORs) of \$1,000,000 or more in their most recently completed fiscal year. If applying for multiple CAC grants in a single fiscal year, distinct matching funds must be identified within each application, if applicable. State funds cannot be used to meet the match. The status of each source must be specified as either projected, pending, or committed.

[Matching funds can be met with any combination of in-kind and cash sources.](#)

Click [here](#) for additional information on CAC in-kind contributions.

Community

Representation of, by, and for community is a core value of the CAC, including authentic intergenerational and intersectional connections.

Although not factors in grant decisions, we strongly encourage applications from organizations that are led by, represent, and/or serve systemically marginalized communities, which may include but are not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Native Hawaiian, Indigenous, Tribal; Currently Experiencing Incarceration; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Rural; Returned Residents, Formerly Incarcerated; Students of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused, Transient; Veterans; or Youth.

Online Application Portal

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. **It is recommended that new applicants create an online profile well in advance of the application deadline.** More information can be found on the [Grant Resources page](#) of the CAC website.

Application Review Criteria

A review panel will adjudicate complete and eligible applications based on the following criteria. Application questions and required documents pertaining to each review criterion are included below. Detailed instructions are available at calartscouncil.smartsimple.com.

Racial Equity: Demonstrates an understanding of racial equity through its cultural competence, policies, practices, projects, and organizational culture. Elements of racial equity are evidenced in the implementation of programming/services and throughout the proposal. Organization's leadership and participants center cultural, ethnic, and racial diversity.

Application Questions and Required Documents

1. Describe the elements of racial equity that are essential to the program/service and organization policies/culture. This criterion will be assessed by panelists during the review process. Your racial equity statement could include, but is not limited to:
 - A description of your region's landscape and how systemic racism has impacted your communities and field
 - How your organization is addressing issues of systemic inequities through racially equitable policies and practices
 - A description of the racial equity elements that support how the organization serves and uplifts the leadership of communities of color in your region, through your organizational leadership, community partnerships, mentorship, arts and cultural programming, accessibility, and outreach

2. Describe how the elements of racial equity show up in the programming/services and policies.
3. Describe how the leadership and participants demonstrate cultural, ethnic, and racial diversity.
4. Describe any strategies or progress the organization has made toward your racial equity elements that you are proud of and would want to share with the field.

Arts Programming, Services, and Networking: Organization serves as a cultural resource for individual artists, arts organizations, and social service organizations with ongoing arts programming, general public, and the broad arts ecosystem of the county. Organization contributes to community arts development and maintains an active relationship with the county government.

Application Questions and Required Documents

1. Please select all of the following programs and services provided by your local arts agency. You must select at least two:
 - Engage in community development through the arts or contribute to creative placemaking activities
 - Conduct cultural assessment and planning that encourages input from community members
 - Foster local and regional partnerships and collaboration through convenings or other means
 - Provide stewardship of a community's art collection(s)
 - Engage in programs that promote arts advocacy efforts at the local, state, or national level
 - Provide and/or support arts learning (preK-12, adult education, creative aging, etc.)
 - Manage a public art program
 - Produce or present programs such as festivals, community theater, concerts, literary events, workshops, etc.
 - Grant or provide financial support to cultural organizations or artists
 - Facilitate economic development efforts that support the creative economy through arts industries
 - Manage one or more cultural facilities in the county
 - Provide public relations or marketing services for State-Local Partner arts programs and/or services, and for other arts and cultural activities in the county

2. Please provide a detailed description of all the programs your local arts agency provides for your county or counties, how they include and support cultural diversity and traditional arts, and how they facilitate public participation.
3. Describe your local arts agency's implementation plan for the Poetry Out Loud program. If designating another organization to implement the program, please describe the process for selecting that organization, and their implementation plan.
4. Describe how your local arts agency will reach out to and engage artists to nominate for the CAC's Individual Artist Fellowships.
5. Provide a timeline for key high-level organizational arts programming and/or services that will occur within the Grant Activity Period.
6. Provide no more than three (3) samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.
7. County Government Resolution: Attach a current Resolution from the County Board of Supervisors designating your organization as the official State-Local Partner. The Resolution must include the Grant Activity Period.

Community Engagement and Social Impact: Reach and depth of engagement across the entire county is demonstrated. Creation, presentation, and/or preservation of diverse arts and cultural practices represented in the county is evident in demographic and programmatic data provided. Programs and services respond to community needs, values, and priorities. Development, implementation, and evaluation of programs and services involve significant community participation, particularly from individuals and organizations representing historically marginalized communities.

Application Questions and Required Documents

1. For the county or counties served by your local arts agency, briefly describe:
 - geographic characteristics
 - demographic characteristics
 - economic base
 - cultural diversity
 - creative community
 - any other cultural identifiers

2. Describe the arts and cultural priorities of your county, including how your local arts agency has collected input from local residents—particularly those from historically marginalized communities—to identify these priorities, and how your local arts agency is addressing these priorities.
3. Letters of Support: Please provide up to two signed letters from key stakeholders, partners, or collaborators. Letters should substantiate the quality of the organization, its programs and services, and affirm the organization’s impact on its constituents.
4. List of Grantees (if applicable): Provide a list of current grantees, if applicable. For each grantee, provide the following:
 - organization name
 - organization mission
 - award amount
 - project description
 - city of operation
 - staff and board demographics and other identifiers

Management and Leadership: Ability of applicant organization to fulfill programs and services identified in proposal. Strategic plan includes actions to strengthen organizational capacity, diversify revenue sources, increase representative staff leadership, and ensure appropriate compensation for staff. Effective governance policies and organizational structure are evident and consistent with what is possible given the organization’s budget. Overall fiscal and managerial health of applicant is evident.

Application Questions and Required Documents

1. Describe your local arts agency’s public office, operating hours, and staffing structure.
2. Provide a brief biography for each key individual (artistic, technical, or administrative) involved in your organization. Include name, title, relevant experience, and role. (Demographic information and identity indicators optional.)
3. Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body. For each individual, provide:
 - name
 - expertise
 - role on governing body

- professional affiliations
- city of residence
- county of residence

(Demographic information and identity indicators optional.)

4. Strategic Plan - Executive Summary: Provide the executive summary for your organization's current strategic plan. If a current strategic plan is not in place, describe any existing policies and/or procedures, and timeline for developing a strategic plan.
5. Complete a two-year budget snapshot table. Provide revenue and expense amounts. Address any significant changes in line items from one year to the next and explain anticipated surpluses or deficits.
6. Complete a matching funds table. Indicate the source type, identify the source, enter the amount, and indicate the status of matching funds. Indicate the source type, identify the source, enter the amount, and indicate the status (Committed, Pending, or Projected).

Accessibility: Demonstrates that its programs, services, information, and facilities where funded activities are to take place, including online spaces, will be accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

Application Questions and Required Documents

1. Describe your organization's approach to ensuring the physical accessibility of programs and services for individuals with disabilities, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response.
2. Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address in the fields provided.

Panel Adjudication and Ranking Scale

Panelists review and rank applications and work samples using a 6-point ranking scale that can be viewed at [this link](#).

California Arts Council Decision-making

The final authority for grant awards is the appointed Council. After receiving and reviewing recommendations from Council committees, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on panel rank and available funding.

Program Timeline

Application Opens	January 19, 2022
Application Deadline	March 9, 2022
Panel Review	Approx. March – April 2022
Funding Decision	Approx. May 2022
Funding Notification	Approx. June 2022
Grant Activity Period	September 1, 2022 – August 31, 2023
Final Report Deadline	October 2, 2023

Staff Assistance

Before contacting staff, check [FAQs](#) to see if application questions can be answered. If staff assistance is still required for guidance or clarification, email is the best way to contact Program Specialists. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request. Translation services may also be available upon request.

Organizations seeking technical assistance should contact:

Josy Miller, Ph.D.
she/her/hers
Arts Program Specialist
California Arts Council
slpgrant@arts.ca.gov

Governor of California

Gavin Newsom



Arts Council Members

Lilia Gonzáles-Chávez, Chair

Consuelo (Chelo) Montoya, Vice Chair

Vicki Estrada

Jodie Evans

Kathleen Gallegos

Stanlee Gatti

Alex Israel

Jonathan Moscone

Executive Director, Anne Bown-Crawford

Deputy Director, Ayanna L. Kiburi, M.P.H.

1300 I Street, Suite 930
Sacramento, CA 95814
(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

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 own 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 stands in solidarity with all of California's Indigenous people. We acknowledge that our work takes place on the now occupied traditional lands of the Miwok, Maidu, and Nisenan people, who are the past, present, and future stewards of this place. We make this first step in our journey to develop relationships and cultural competencies to truly support native sovereignty.

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.

Racial Equity Statement: As California's state arts agency, the California Arts Council is committed to racial equity both internally through our work environment, and externally through our programming.

- 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 requires 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 in 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 grants activity and appropriate credit for CAC partial support.

Appendix A: Resources for Applicants

Grantee Requirements

Awarded grantees must comply with all requirements as stipulated in the grant agreement, including but not limited to the following:

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents in order to receive grant payment. Contract documents must be received by the CAC 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.
- **Consistent activities** - Carry 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.
- **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.
- **Use of CAC logo** - Use of 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.”*
- **Thank you letters** - To better inform our elected representatives of the value of the arts and the use of state funds, grantees are required to 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/>.
- **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.
- **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.

- **What We Do Not Fund**

Click [here](#) to review the list of activities and expenses that CAC does not fund.

- **In-kind Matching Funds**

Click [here](#) for additional information on CAC in-kind contributions.

- **Sample Fiscal Sponsor Letter of Agreement**

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

- **Definition of Signature**

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

- **Appeals Process**

1. Before requesting an appeal, check that your request qualifies by reading the following. Appeals are only granted if:
 - a. Panel's assessment was based on a misstatement of information in the application that negatively influenced the panel's recommendation; and/or
 - b. Incorrect processing of the required application material, which negatively influenced the panel's recommendation.

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

2. Request an official Appeal Form by emailing the CAC Program Specialist listed on your grant notification letter.
3. Fill out official Appeal Form and email or postmark to the contact listed on the form within 45 days of grant notification.