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# STATE-LOCAL PARTNERS

## 2023 Grant Guidelines

*Deadline: June 6, 2023*

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](http://www.arts.ca.gov)

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## STATE-LOCAL PARTNERS

### 2023 GRANT GUIDELINES

**DEADLINE:** June 6, 2023 11:59 PM

**Grant Awards:** Up to \$75,000

**Estimated Total Number of Grant Awards:** 53

**Grant Activity Period:** October 1, 2023 –  
September 30, 2024

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

**Estimated Arrival of Funds:** December 2023 – January 2024

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Apply at: [calartscouncil.smartsimple.com](https://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 a unit of local government or a nonprofit organization.

The CAC's [Strategic Framework](#), adopted in 2019, indicates two aspirational areas regarding the agency's relationship with its SLPs, both of which have been addressed by Council action in the last year and are furthered in these program guidelines

- State-Local Partner Funding -  
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.
- State-Local Partner Capacity Building  
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.

The Council voted to increase the annual maximum request amount for the SLP grant to \$75,000, in recognition of the outcomes of last year's Equity Impact Assessment and the need for increased ongoing funding to support SLP work.

State-Local Partners serve as **Poetry Out Loud** partners and will receive financial support of \$5,000 through this grant program (also 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.

## Program Administration

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 equivalent (FTE) staff position. *In unique situations, exceptions can be made, given that all programs and services are accessible to the public.*
- Provide financial support, services, and/or other programming to a variety of arts organizations, individual artists, and the community.
- Prioritize engagement and support for arts organizations, individual artists, and community members representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.
- In collaboration with the CAC, participate in planning a statewide convening whose primary outcome will be the deepening of equity practices in support of arts and culture organizations and individual artists and culture bearers in every county.
- Administer a county-wide Poetry Out Loud competition – engaging a minimum of two school or community partner organizations – to determine a county champion and provide for the transportation of that champion and the champion's chaperone to the State Finals competition in Sacramento.
- Host meetings for the CAC as needed.
- Actively promote CAC grant opportunities, including providing in-person and/or online workshops and other technical assistance to applicants and grantees.
- With CAC support, create an action plan to collect robust qualitative and quantitative data regarding communities served as outlined below, and report data possible to collect over the course of the grant activity period to the CAC for program evaluation.
- The applicant must complete general operating support activities aligned with the program's purpose by September 30, 2024.

- Submit a final report on overall program impact no later than 30 days after the end of the grant activity period.

### **The CAC will:**

- Distribute funds to the SLPs for program execution.
- Elevate the work of State-Local Partners to elected officials, organizational partners, and community members.
- Engage regularly with the SLPs in cohort meetings to answer questions and give CAC updates.
- Provide trainings on how to identify and engage arts organizations, individual artists, and community members representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.
- Facilitate the co-design and implementation of the SLP convening for sharing of challenges, learnings, and strategies around increasing equity practices.
- Support the SLPs in managing their county Poetry Out Loud competitions, including providing resources, technical assistance, specific requirements, and timelines.
- Release final report template no later than 60 days prior to the deadline and provide technical assistance as necessary for their completion.
- Support SLPs in planning and implementing data collection, and aggregate and analyze the data that is able to be collected to report back to the SLP cohort, Council, and the public.

## **Program Evaluation, Outcomes, and Metrics**

The CAC is in the process of hiring a permanent, full-time staff position to lead evaluation and research work. Long-term metrics will include, but will not be limited to, the following:

### **Qualitative Outcomes:**

- Local communities feel ownership of SLP strategic visions and empower SLPs to equitably advance their work.
- Individual artists, culture bearers, and arts organizations feel effectively supported by their county SLPs.
- Each SLP can clearly communicate needs and opportunities of their work, including action plans to respond to those needs and opportunities.
- SLPs have the financial resources, knowledge and support, and staff capacity to effectively and equitably achieve program goals.

### **Quantitative Outcomes:**

- Total number of grants and grant dollars to organizations; of those, number of grants and grant dollars to organizations representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.

- Total number of grants and grant dollars to individual artists and culture bearers; of those, number of grants and grant dollars to individual artists and culture bearers representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.
- Total number of community members engaged (as participants, audience, and volunteers); of those, number of community members engaged (as participants, audience, and volunteers) representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.
- Total number of arts organizations contracted for programming; of those, number of arts organizations contracted for programming directly representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.
- Total number of artists directly employed; of those, number of artists directly employed who identify as representing communities residing in the lowest quartile of the [California Healthy Places Index](#)
- Total number of CAC grant applications supported through SLP technical assistance
- Total number of community feedback opportunities (including surveys, listening sessions, focus groups, etc.); of those, number of community feedback opportunities offered in languages in other than English
- Number of events; of those, number of free events
- Number of nonprofit organizational partners
- Number of governmental agency partners

## 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 are 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

- **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 \$75,000.

## 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.
- For organizations with total revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total revenue from the most recently completed fiscal year, with the exception of applications for Administering Organization grants.

- Applicants to this program are not restricted from applying for and receiving additional CAC project or Administering Organization grants.

## Matching Funds

This program requires a 1:1 match of award funds for organizations with Total Revenues (TRs) 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.

## Online Application Portal

Applications will be available online through the CAC's online grants management system at [calartscouncil.smartsimple.com](http://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](http://calartscouncil.smartsimple.com).

**Centering Equity for an Inclusive Arts Landscape:** Demonstrates experience, capacity, and ongoing commitment to engage and uplift historically and systemically under-resourced communities. Demonstrates experience, capacity, and ongoing commitment to engage and uplift historically and systemically excluded and erased artists, cultural practitioners, or arts and cultural practices. This experience, capacity, and ongoing commitment is reflected throughout the proposal.

### *Application Questions and Required Documents*

1. What has inspired your organization to incorporate or evolve policies/programming that uses the arts as a tool to transform and/or express culture?
2. Describe the approaches your organization has taken or will take to center, uplift, and involve historically under-served communities that fall within the lowest quartile of the [California Healthy Places Index](#) (HPI) in your region.
  - a. The term "under-served communities" refers to populations disproportionately impacted by systemic exclusion in policy settings or historical decision-making processes.

- b. Neighborhood by neighborhood, the HPI maps data on social conditions that drive health — like education, job opportunities, clean air and water. This data is used by community leaders, policymakers, academics, and other stakeholders to compare the health and well-being of communities, identify health inequities, and quantify the factors that shape health.
3. How does your organization represent and create equitable opportunities for historically excluded artists, cultural practitioners, or arts and cultural practices?
4. Describe the actions you have taken to build trust and ongoing relationships with the identified communities, artists, and cultural practitioners.
5. Address how you:
  - a. Plan to evaluate success for the proposal and what success will look like.
  - b. Will listen and respond to the diverse needs of the communities and artists / cultural practitioners throughout the project.

**Arts Programming, Services, and Networking:** Organization serves as a cultural resource for individual artists, arts organizations, social service organizations with ongoing arts programming, the general public, and the broader arts ecosystem of the county. Organization prioritizes engagement and support for arts organizations, individual artists, and community members representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index. Organization contributes to community arts development and maintains an active relationship with the county government.

#### *Application Questions and Required Documents*

1. Which of the following programs and services are provided by your local arts agency? If your organization does not provide programming or services in one or more areas, what is the reasoning for that?
  - Direct programming (including arts presenting facility management; arts learning programming; arts production or festivals, etc.)
  - Grantmaking to arts organizations and/or individual artists
  - Networking, mentoring, and advocacy
2. Please provide a detailed description of the core programs and services your local arts agency provides for your county or counties.
3. How does your organization, through its programming and services, prioritize engagement and support for arts organizations, individual artists, and community members representing historically under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index?
4. 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.



5. Provide at least one (1) but 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 have been created within the past three years and be relevant to this grant opportunity.
6. 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 under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index.

*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 under-resourced communities, especially those residing in the lower quartiles of the California Healthy Places Index—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. Grantmaking Report (if applicable): Provide a list of current grant programs, number of grants, and total program allocations. if applicable.

**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 staff and board leadership representation of communities to be served, 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 and Accommodations:** 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 – including allocation of financial resources – to ensuring the accessibility of programs and services and inclusion of people with disabilities. Describe both physical and communication accessibility, including in-person and online activities. Describe how your organization offers people with disabilities a way to request an accommodation to access programs and services. Consider organizational personnel and any partnering organizations, as well as the participants and beneficiaries of arts programming and services, including creatives with disabilities 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, available funding, and passage of the state budget.

## Program Timeline

Application Opens	April 25, 2023
Application Deadline	June 6, 2023
Panel Review	Approx. June – July 2023
Funding Decision	Approx. August 2023
Funding Notification	Approx. August 2023
Grant Activity Period	October 1, 2023 – September 30, 2024
Estimated Arrival of Funds	December 2023 – January 2024
Final Report Deadline	October 31, 2024

## 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](mailto:slpgrant@arts.ca.gov)

**Governor of California**  
Gavin Newsom



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### **Arts Council Members**

Consuelo (Chelo) Montoya, Chair

Vicki Estrada, Vice Chair

Gerald Clarke

Caleb Duarte

Ellen Gavin

Leah Goodwin

Alex Israel

Phil Mercado

Roxanne Messina Captor

Nicola Miner

Olivia Raynor

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**Executive Director**, Jonathan Moscone  
**Chief Deputy Director**, Kayla Ungar  
**Deputy Director**, Ayanna L. Kiburi, M.P.H.

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[www.arts.ca.gov](http://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](http://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.