



ADMINISTERING ORGANIZATION GRANT

CALIFORNIA CREATIVE CORPS

2022 Grant Guidelines

Deadline: May 19, 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

California Creative Corps - Administering Organization Grant 2022 GRANT GUIDELINES

DEADLINE: May 19, 2022 11:59 PM

Total Allocation: Approx. \$59,400,000

Grant Request Amount: Up to \$5,000,000, with a minimum request of \$1,000,000

Estimated Total Number of Grant Awards: Multiple organizations with no fewer than one Administering Organization per geographic region¹

Grant Activity Period: October 1, 2022 – September 30, 2024

Matching Funds: Not Required

Apply at calartscouncil.smartsimple.com

Please note: These guidelines are intended for organizations that would like to apply to administer regranting funds for California Creative Corps. Individual artists and nonprofit organizations interested in applying for direct funding from an administering organization should refer to the “Subgrantee Eligibility and Requirements” section below. You may also wish to reference the Creative Corps Program Flowchart below.

Background & Purpose

The 2021 State Budget included a \$60 million one-time General Fund allocation for the California Arts Council to implement the California Creative Corps pilot program, a media, outreach, and engagement campaign designed to increase: (1) public health awareness messages to stop the spread of COVID-19; (2) public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery; (3) civic engagement, including election participation; and (4) social justice and community engagement. The CAC sees this program primarily as a job creation and infrastructure development opportunity that will increase the ways in which artists are engaged in public work so that they can continue to support the realization of these goals—and intersectional public interest goals—beyond the three-year pilot funding timeline.

Grant guideline development began with the convening of California Creative Corps Community Development Panels, first by region and then with one statewide panel including representatives from each region. The panels included artists, culture bearers, creative individuals, and arts administrators that represented the priority populations to be engaged, and who work in the intersectional focus areas of the Creative Corps program. The panels articulated their communities’ values, needs, and opportunities, and identified ways in which the Creative Corps program might address them.

The CAC is seeking applications from Administering Organizations with the capacity to administer regranting funds to arts and social service organizations and to individual artists and cultural workers throughout the state to develop media, outreach, and engagement

¹ Regions are based on those outlined in the [Otis Report on the Creative Economy](#).

campaigns that speak to the program goals listed above. The intention of this grant program is to provide as broad a geographic reach as possible and serve all 58 counties, while prioritizing communities that demonstrate the highest levels of need as indicated by the [California Healthy Places Index](#). Funded Administering Organizations and sub-grantee organizations, artists and cultural practitioners must demonstrate strong, ongoing relationships with Black, Indigenous, and People of Color (BIPOC) communities and other historically marginalized groups and will support meaningful engagements with those communities through this grant.

Community Representation

Representation of, by, and for the 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, 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.

Program Evaluation, Outcomes, and Metrics

The CAC has a dedicated window specifically for program evaluation conducted at the conclusion of a two-year Grant Activity Period. The CAC is in the process of hiring a permanent, full-time researcher to lead this work. We will also be looking to our partners at other state agencies and departments to assist, as necessary, in the development and acquisition of data sets necessary to measure some of the quantitative outcomes listed below.

Qualitative Outcomes:

- Successful engagement of cross-sector partnerships at the state and municipal levels and with community-based and grassroots organizations
- Establishment of ongoing relationships with intergenerational community-recognized leaders to define needs and opportunities and to develop strategies and infrastructure to respond to them

Quantitative Outcomes:

- Total number of new communities served (counties and cities not strongly represented in prior CAC grantmaking)
- Total number of administering organizations engaged
- Total number of artists employed
- Total number of artists employed who identify as representing systemically marginalized communities, including but not limited to Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, 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

- Total number of workforce hours
- Total number of permanent positions created for artists in state and municipal government departments
- Shift in attitude and readiness of community members to engage in healthy behaviors related to the COVID-19 pandemic
- Shift in attitude and readiness of community members to engage in behaviors that support water and energy conservation
- Shift in attitude and readiness of community members to participate in election activities
- Shift in attitude and readiness of community members to engage in activities that support social justice outcomes
- Total number of community listening sessions conducted
- Total number of community listening sessions conducted in languages other than English
- Total number of marketing and outreach collateral developed and distributed
- Total number of marketing and outreach collateral developed and distributed in languages other than English

Administering Organization Eligibility Requirements

The following organizations are eligible to apply:

- Nonprofit arts organizations and social service organizations with a two-year history of arts programming and existing capacity in the following areas:
 - Administering regranting programs to organizations with meaningful reach into communities impacted by the four program focus areas
 - Administering regranting programs to individuals, including providing direct grant payments to artists and cultural practitioners
 - Demonstrating strong, ongoing relationships with Black, Indigenous, and People of Color (BIPOC) communities and other historically marginalized groups
 - Providing technical assistance to grant applicants
 - Employing a robust online grants management system

Applicants must also comply with the requirements below. All applications must include the listed items at the time of submission in order to be reviewed, ranked, and considered for funding.

- **Racial equity statement** - In January 2020, the CAC approved its [Strategic Framework](#) which articulated our commitment to [racial equity](#). As the agency has been evolving our own race and equity practices, we invite applicants to start, continue, or strengthen their racial equity practices with us. Applicants are required to submit a racial equity statement as part of the application.

- The racial equity statement should explain the applicant’s commitment and tangible efforts (if applicable) to advancing the leadership of and service to indigenous people, communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities whose principal languages are not English.
 - We recognize that organizations/projects led by people of color, or other systematically marginalized community members, may already do the labor of weaving racial equity into their work; this is not a moment for the CAC to validate but rather to honor that work.
 - The CAC is committed to providing a webinar and other technical assistance in order to support organizations prior to their submission of a racial equity statement.
- **California-based** - Documentation as being a California-based nonprofit arts/cultural organization; an arts-based unit of municipal or county government; or a tribal government, or nonprofit social service organization with regular ongoing arts programming and/or services and a principal place of business in California
 - **501(c)(3) organization as applicant** - Non-governmental 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.
 - **Local government** - An arts-based unit of municipal or county government; or a tribal government
 - **Financial documentation** - Applicants must provide a minimum of two years of basic financial information via the Budget Snapshot.
 - **Certificate of good standing** - Nonprofit organizations 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.
 - **Signatures on required attachments** - Letters and other attachments requiring signatures must include completed digital or scanned signatures in order to be considered for funding. A blank signature field will not be accepted.

Program Administration

Administering Organizations (AO)

The AOs will be responsible for the planning and implementation of the California Creative Corps program in their service area, including but not limited to:

- Utilizing and prioritizing data on communities in the lowest quartile of the [California Healthy Places Index](#), prioritizing those communities most disproportionately underrepresented, to establish a program design that positively impacts those communities in the four program focus areas

- Implementing regional and/or statewide, culturally and discipline-specific engagement strategies to priority communities and trusted culture bearers
- Mentoring—through professional development, workshops, or other opportunities—individual artists, cultural practitioners, and nonprofit organizations over the course of the grant application, award, and activity period
- Increasing visibility of the work of artists, cultural practitioners, and nonprofit organizations in their region and/or statewide
- Managing the application processes for artists and sub-grantee organizations through the application period, application screening, adjudication, award management, and reporting
- Engaging in robust outreach to ensure comprehensive geographic reach within the service area for sub-grantee organizations, artists, and cultural practitioners
- Engaging in regular reporting to and collaboration with the CAC, including providing interim and final reports on program outcomes and findings

The CAC will:

- Distribute funds to the AOs for regranting and program administration
- Engage regularly with the AOs to provide feedback and approve the program design, application, selection criteria, and timeline, including plans for engaging BIPOC communities and other historically marginalized groups residing in the lowest quartile of the [California Healthy Places Index](#)
- Review and contribute to the AOs' contract language (including processes for conflict resolution)
- Support identification of the ZIP Codes that represent the lowest quartile of the [California Healthy Places Index](#) in each AO service area
- Provide technical assistance to AOs on accessing and interpreting the [California Healthy Places Index](#)
- Convene AOs at least once during the grant period for sharing of challenges, learnings, and strategies
- Convene AOs, Community Development Panel representatives, and Creative Corps artists in a culminating event
- Research and disseminate best practices through conference presentations and publications
- Conduct a program evaluation to document the impact of the program

Funding Requirements

- The CAC will identify a minimum of one and no more than three AOs in each regional and statewide service area, as follows:
 - Statewide Service Area
 - Bay Area Regional Service Area
 - Capital Regional Service Area
 - Central Coast Regional Service Area
 - Central Valley Regional Service Area
 - Far South Regional Service Area

- Inland Empire Regional Service Area
- South Regional Service Area
- Upstate Regional Service Area
- AOs may use up to 20 percent of the grant award for administrative costs and costs associated with program design and implementation.
- Sixty percent of funds must either be granted directly to individuals or used by nonprofit sub-grantees to hire individual artists.

Eligible Request Amounts

Applicant organizations may request no less than \$1,000,000 and up to \$5,000,000 for the grant period. The request amount should reflect the regranting capacity of the organization.

Funding Restrictions

Applying for the California Creative Corps grant does not restrict an organization from applying for other CAC grants.

Matching Funds

This program does not require matching funds.

Subgrantee Eligibility and Requirements

Administering Organizations shall regrant California Creative Corps funds to California-based individual artists ages 18 and above; and to units of government and nonprofit organizations (both arts- and non-arts-based) that meet the following eligibility criteria:

- **501(c)(3) organization as applicant or fiscal sponsor** - Nongovernmental 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.
- **Local government** – A unit of municipal or county government; or a tribal government.
- **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, except in extenuating circumstances based on staff assessment.
 - 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](#).

Applications from individuals and eligible organizations shall be reviewed on the following criteria: Racial Equity, Project Design, Community Engagement, and Accessibility.

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 will address these same 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.

Organizational Capacity and Readiness: Demonstrates that applicant organization and/or key project personnel have a minimum of two years of experience working with the nonprofit and/or arts and culture fields in California elevating BIPOC communities and other historically marginalized groups across the state or their region. Demonstrates that applicant organization

and/or key project personnel have at least two years of grants management experience and the administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.

Application Questions and Required Documents

1. Please describe your organization's history of working in the nonprofit arts and culture sector in California, including at least two years of experience elevating BIPOC communities and other historically marginalized groups across the state or your region, and at least two years of grants management experience. Describe your organization's administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
2. Provide brief biographies of all project administrators, consultants, and other individuals to be compensated through this CAC grant award. Each biography should include the individual's proposed role, as well as their experience and expertise relevant to the development and implementation of grant programs.
3. Provide up to two (2) sample documents providing evidence to the grantmaking and outreach capacity of the organization.

Program Design and Implementation: Demonstrates the organization and/or key project personnel's ability to develop and administer a fair and equitable process to identify sub-grantee organizations, and individual artists and culture bearers to receive funds; to mentor—through professional development, workshops, or other opportunities—individual artists, cultural practitioners, and nonprofit organizations over the course of the grant application, award, and activity period; and to increase visibility of the work of artists, cultural practitioners, and nonprofit organizations in their region and/or statewide. Demonstrates the organization's ability to design and implement a program with significant outreach across the designated service area that includes rural communities and areas outside of major metropolitan areas and that significantly address one or more of the Creative Corps programs goals.

Application Questions and Required Documents

1. Describe your plans for administering regrants funds to arts and social service organizations and to individual artists and cultural workers throughout the state or your region to develop media, outreach, and engagement campaigns that speak to the program Creative Corps goals.
2. Describe your plans for providing mentorship and professional development to individual artists, cultural practitioners, and nonprofit organizations over the course of the grant application, award, and activity period.
3. Describe your plans to increase visibility of the work of artists, cultural practitioners, and nonprofit organizations in their region and/or statewide.
4. 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.
5. Complete a detailed project budget, including all expenses relevant to the stated project activities, and include rates of pay that appropriately compensate the labor of all

individuals working on the project. Provide details for each line item to be funded by this grant.

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](#). Final recommendations for awardees will ensure equitable representation based on regional and statewide service areas and program focus areas.

Grant Decision-making

The final authority for grant awards is CAC agency staff. Grantee organizations and award amounts will be guided by panel ranking, taking service area, constituency, and program focus area into account.

Program Timeline

Application Opens	April 15, 2022
Application Deadline	May 19, 2022
Panel Review*	May – Early June 2022
Funding Decision*	August 2022
Funding Notification*	August 2022
Grant Activity Period	October 1, 2022 – September 30, 2024
Interim Report Deadline*	November 1, 2023
Final Report Deadline*	October 31, 2024

*Dates subject to change.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. 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.

Organizations seeking technical assistance should contact:

Josy Miller, PhD
she/her/hers
Arts Program Specialist
California Arts Council
creativecorpsgrant@arts.ca.gov

Governor of California

Gavin Newsom



Arts Council Members

Lilia Gonzáles-Chávez, Chair

Consuelo (Chelo) Montoya, Vice Chair

Gerald Clarke

Vicki Estrada

Jodie Evans

Ellen Gavin

Alex Israel

Phil Mercado

Roxanne Messina Captor

Jonathan Moscone

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

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

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.
- **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>.
- **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.”*
- **Interim report** - Provide an interim report summarizing grant-funded activities and accomplishments within 30 days of the midpoint 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.
- **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.

- **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.