

## CAC Grant Contract Instructions

**All contract documents required for awarded applications must be submitted online through the <https://calartscouncil.smartsimple.com/> website. All submissions are due by June 16, 2020.**

### Step

Log into <https://calartscouncil.smartsimple.com/>. All required grant contract documents are listed in the **Requires Attention** section at the bottom of the dashboard.

### Step 2

Review and ensure that the following four (4) documents are listed in this section for the grant award. Documents are listed by Application ID number. *(Documents may appear in different order than listed below.)*

- **Exhibits A and B**
- **Other Required Documents**
- **Grant Standard Agreement (STD 213)**
- **Invoices** (No action required - for your reference only)

### Step 3

Click the **Open** button to access **Exhibits A and B**. This will include two sections: **Exhibit A** - Scope of Work, and **Exhibit B** - Budget Detail and Payment Provisions.

### Step 3a

Review **Exhibit A** – Scope of Work language. This is your original Scope of Work included in your application.

**Note:** In response to the impacts of COVID-19 on the arts and culture field, you are permitted to adjust your planned grant activities **without** contacting the Grant Program Specialist and seeking prior approval.

### Step 3b

In **Exhibit B** - Budget Details and Payment Provisions, the **Add Budget Details** table, and **Add Match Details** table (if matching funds are required) will appear.

**Note:** Changes to your activities **must** prioritize compensation to artists and other cultural workers included in your application. Final Reports should include documentation of adjusted activities and outcomes, grantees will **not be penalized** for alternative activities due to

COVID-19 impacts. It is important to our council that grantees are provided with flexibility to keep grant funds in original projected communities to have been served and expended within the grant period life span.

- Click the **Add Budget Details** button to open the Project Budget table. Click on the + button in the table, to create line items.
- Press **Save** at the bottom of the Project Budget window when you are finished and before you close the window.
- Make sure you have edited and/or removed any ineligible expenses from the CAC Award column of your project budget; refer to the “What the CAC does not fund” section of the grant program guidelines at [Grant Programs](#).
- If your grant award requires matching funds, click the **Add Match Details** button. Click on the + button in the table, to create line items.
- Press **Save** at the bottom of the Matching Funds window when you are finished and before you close the window.
- Make sure your In-Kind matching sources are eligible; refer to our [In-Kind Matching policy](#) for guidance.

Once you have completed your Project Budget and Matching Funds tables, click **Submit** at the bottom of your **Exhibits A and B**. *Submission is required for Grant Contract processing.*

**Note:** You will be unable to make changes to your Exhibits A and B after you click Submit. After submission, Exhibits A and B can be found under the *Submitted* tab in the **Requires Attention** section of your dashboard.

## Step 4

Navigate back to your Dashboard by clicking “Dashboard” on the top right of your screen. Scroll down to the **Requires Attention** section. Make sure you are in the *In Progress* tab of this section. Click the **Open** button to access **Other Required Documents**.

Grantees are required to send Thank You letters directly to the Governor and to the applicant organization’s State Legislative Representatives for all grants awarded. A copy of each of these Thank You letters on your organization’s letterhead are required for your contract documents.

- Click the link beneath “Sample Thank You Letter”
- You may use the sample letter as a guide to draft your Thank You letters
- Upload your organization’s Thank You letters in the "Upload Letters" field

Once you have uploaded all of your Thank You letters (# of letters vary based upon # of your representatives), click the **Submit** button at the bottom of your **Other Required Documents**. *Submission is required for Grant Contract processing.*

## Step 5

Navigate back to your Dashboard by clicking “Dashboard” on the top right of your screen. Scroll down to the **Requires Attention** section. Make sure you are in the *In Progress* tab of this section. Click the **Open** button to access the **Grant Standard Agreement (STD 213)**.

- Click the **Download Grant Standard Agreement PDF (Unsigned)** button to download, review, and print (if desired) the contract.
- In the fields provided in the **Agreement Details** section, enter your organization's authorized:
  - Agreement Signee Name
  - Agreement Signee Title
  - Agreement Signee Email
- **If using a Fiscal Sponsor** (as specified in your application), enter the Fiscal Sponsor authorized signee's information in the **Agreement Details** section.

**Note:** Ensure that the Agreement Signee's email address is accurate and accessible to the Signee. Inaccurate emails will cause delays in processing contract paperwork. (Please make sure that emails from the address [secure@signority.com](mailto:secure@signority.com) do not get directed to your spam/junk folders)

Click the links to read and review **Exhibit C** and **Exhibit D** below the **Agreement Details**

- Check the box to certify you have read and agreed to the terms in **Exhibits C and Exhibit D**
- Click the **Update Signee** button (*You will not be able to proceed if the mandatory fields are not complete and will be prompted to complete them*).

Once you've completed this step, all the required documents will be reviewed by your Grant Program Specialist for accuracy and completeness. Once the documents are approved, the **Grant Standard Agreement (STD 213)** document will be emailed to the authorized Agreement Signee for their e-signature

## Step 6

Once the Authorized Agreement Signee receives the email from [secure@signority.com](mailto:secure@signority.com) with the **Grant Standard Agreement (STD 213)** attached:

- Open the **Grant Standard Agreement (STD 213)**
- e-sign the highlighted area of the document
- Click the **Finish** button

This completes your portion of the grant contract signature process.

### California Arts Council Signature

The CAC Executive Director will receive your signed **Grant Standard Agreement (STD 213)** and will counter sign within a few weeks. Once Grant Standard Agreement (STD 213) is executed, your Draft status is automatically switched to Submitted status and will be available in the Submitted tab of the Requires Attention section of your dashboard. Please click on the filename under STD 213 - Grant Standard Agreement (Signed) to download, review and print for your records.

### After Your Contract Documents are Submitted

Once approved, the contracts are sent to the State Controller's Office (SCO) for final processing. Grant payment disbursements are mailed by SCO within six (6) to eight (8) weeks of their office receiving the grant contract documents and approval for payment from the CAC.