

## TECHNICAL ASSISTANCE GRANT

### GRANT DESCRIPTION AND BUDGET INSTRUCTIONS

#### EXHIBIT A – SCOPE OF WORK

Briefly describe what California Arts Council and matching funds will support.

#### EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS<sup>1</sup>

##### Personnel Expense Category

- List personnel positions supported by this grant in the appropriate category. For multiple personnel you may use a category (see below). For Example: “performing artists”
- Give the rate of pay (annual; monthly, hourly; per service, etc.)
- Indicate amount of CAC funds to be used to support each position.

##### Operating/Production Expense

- This line item includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, phones.

##### Personnel Categories

###### 1. Artistic

Includes artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, guest artists, puppeteers, artistic consultants.

###### 2. Administrative

Includes program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical, maintenance and security staff, ushers, box office personnel, administrative consultants.

###### 3. Technical

Includes technical directors, wardrobe, lighting, and sound crew, stage managers, stage hands, video and film technicians, technical consultants.

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<sup>1</sup>Payment provisions for this grant are addressed in Exhibit D-Special Terms and Conditions #4 located at [www.cac.ca.gov/files/forms.php](http://www.cac.ca.gov/files/forms.php).

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