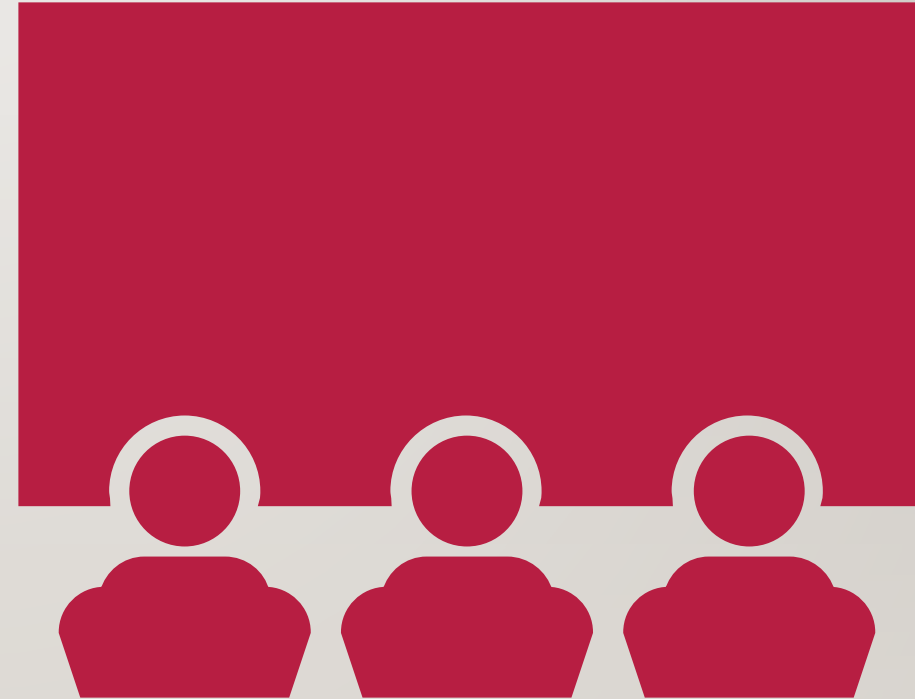


CULTURAL ARTS AWARDS 2022-24

GRANTEE WEBINAR



- *If art is to nourish the roots of our culture, society must set the artist free to follow his vision wherever it takes him.*

- John F Kennedy

TODAY'S AGENDA

- Purpose of the CAA Grants
- Contract & Terms – including insurance, budget, and execution of the agreement
- Procurement – how invoices are processed and how you are paid
- Reporting Requirements – what is asked of you through the life of the contract
- What happens when the contract ends

CULTURAL ARTS AWARDS

- Grant supported by the City and County of Sacramento
- This year's pool - \$950,000 is largest EVER!
- Three-year program – no full application until 2024
- Score stays the same
- Possible additional ARP funding for City grantees (waiting for the County)

CONTRACT & TERMS: WALKING YOU THROUGH THE DOCUMENT

- Background – about the process and includes:
- Funding Amount – specific to each grantee
- Term or Length of Contract (terminates on May 31, 2023)



DISBURSEMENT OF FUNDS

- 75% after the contract is executed
- 25% with midterm report due on October 30 (program location form & DATA Arts report for 2021)
- Final Report due on February 28 (final budget & program location updates)
- Keep documentation for 5 years (you could be audited)
- If you can't spend funds, you must return them

GRANTEE RESPONSIBILITIES

- Reports submitted on time
- Site Visits & 2 event tickets per year
- Communicate with OAC – leadership changes
- Credit OAC for award – logo on website
- Sign up for newsletters and attend programs
- No religious messages tied to funds
- Subject to CA Public Records Act

CITY CAN
TERMINATE
AWARDS AT
ANY TIME IF:

Improper Use of Funds

Failure to submit
reports

Pending litigation
regarding use of funds

ACCEPTABLE USE OF FUNDS

- Salaries and benefits
- Payments to artists, performers, consultants
- Consumable supplies
- Marketing, public relations, or communications
- Rent, utilities, mortgage (for organization facility not home or home office)
- Other (must describe and cannot be more than 10%)

UNACCEPTABLE USE OF FUNDS

- Program expenses outside of the County
- Not open to the public – private events, member events, invitation only events
- Regranting or Fundraising
- Support for school residencies, except for one-time events
- Non-consumables (computers, instruments, office equipment more than \$1,000)
- Facility or land purchase, renovation, construction, maintenance, food, hospitality
- Anything already funded by the City

LIABILITY INSURANCE

- Commercial General Liability Insurance – no less than \$1,000,000
- City covered as “Additionally Insured”
- Certificate NOT policy needed BEFORE WE GO TO CONTRACT
- If certificates expire, you must update and email to Exigis at address found in contract
- City can terminate contract if insurance is expired
- Sample insurance certificate available

PREPARING YOUR CONTRACT

WE WILL NEED:

- Certificates of Insurance
- Budget Narrative
 - Fill out spending categories
 - Total must match the amount of your grant exactly
 - Only include what you know you will spend

SIGNING YOUR CONTRACT

- E-sign document – be ready to receive it
- Correct name of signer and email address
- If two signers – additional names/emails
- Check box for corporation
- Write in name and title
- Write in FED ID and STATE ID
- No B.O.T. needed. Must put “exempt on this line

CHECK YOUR BUSINESS STATUS!

- State of California Dept. of Justice Search of Charitable Trusts
 - <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- California Secretary of State Business Search
 - <https://businesssearch.sos.ca.gov/>

GETTING YOUR FUNDS

THE PROCUREMENT PROCESS

- Have you registered as a vendor with the City?
- Has your registration expired?
- If so, or if you've never registered as a supplier or vendor, you must:
- <https://arts.cityofsacramento.org/How-Do-I>
- Need to provide a W-9 and 590 when you register
- Registration must be done at one time

GRANT PAYMENTS!!

- You will receive a P.O. number by email
- Once the P.O. is assigned, all invoices will be submitted by OAC for you
- City does offer ACH payment options. For details, send email to inquire:
- CentralAccountsPayable@cityofsacramento.org after you register as vendor
- 1st payment arrives up to 30 days after receipt of invoice
- Only two payments – second can be invoices after October 30th
- If delayed, call OAC, not City payables office

REPORTING REQUIREMENTS

MIDTERM REPORTS

- Mid-Term Report (October 30)
 - Data Arts report for FY2021
 - SMU Data Arts
 - <https://culturaldata.org/about/>
 - Webinars offered monthly (May 3)
 - Program Location Forms (Emailed to You)
- Upload all reports to your GO Smart report portal
- Completion of both is needed for 2nd payment.

REPORTING REQUIREMENTS

FINAL REPORTS

- Final Report (February 28)
 - Program Location (Oct – Feb)
 - Final Budget – How funds were spent

Next Year's Funding

- New Grant Award Amounts Announced
- New Budget Pages Distributed in March
- New Contracts will be issued

WE'RE HERE TO HELP

- MELISSA CIRONE
 - mcirone@cityofsacramento.org
 - Contact with questions about your award, how to complete your budget, or general questions
- JOSH BARTHOLOMEW
 - jbartholomew@cityofsacramento.org
 - To send copies of your insurance certificates. Josh will be facilitating your contracts

SIGN UP FOR NEWSLETTERS AND MORE INFORMATION AT:

arts.cityofsacramento.org

