

## **SCHEDULE A**

### **Scope of Work**

In the performance of this Agreement, Grantee shall comply with the following Cultural Funding Program provisions:

1. Scope of Work

Grantee shall perform the Work as more fully set forth in Schedule A5 attached to this Scope of Work and incorporated herein.

2. Budget and Match Requirement

a. The Grant is contingent on Grantee securing matching funds as follows:

(i) The City contribution for an Organizational Assistance grant must be matched on a cash basis at a minimum of 4:1 (*i.e.*, for every dollar awarded by the City to Grantee, Grantee must secure an additional four dollars).

b. Grantee shall be solely responsible for paying all remaining program costs.

c. Grantee agrees to expend funds in accordance with the budget as submitted and shown in **Schedule A5** as applicable.

2. Use of Work

Grantee authorizes the City to make, and to authorize the making of, photographic, digital, and other reproductions of any work created or prepared pursuant to this Agreement for educational, public relations, or other non-commercial purposes as City deems desirable.

3. Publicity

Any publicity generated by Grantee for the project or work funded pursuant to this Agreement, during the term of this Agreement and for one year thereafter, will make reference to the contribution of the City of Oakland in making the project possible. The words “**City of Oakland, Cultural Funding Program**” must be explicitly stated in all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, newspaper articles and general social media messaging.

Grantee agrees to display the City of Oakland logo on all print materials regarding this program and in a manner consistent with the presentation of logos from other sponsors.

Grantee agrees to cooperate with authorized City officials and staff in any City-generated publicity or promotional activities undertaken with respect to Grantee’s project.

4. Grantee Status

Program rules for this Grant require that Grantee be either an Oakland resident or an active nonprofit organization. Grantee hereby warrants and represents the following: 1) If Grantee is an individual, Grantee warrants and represents that Grantee’s primary place of residence is located within the City of Oakland; or 2) if Grantee is an organization, Grantee warrants and represents that it is duly organized and operating as an active nonprofit organization or association registered with the State of California Secretary of State.

**SCHEDULE A5 – SCOPE OF WORK**  
**ORGANIZATIONAL ASSISTANCE -GENERAL OPERATING SUPPORT**

**Grantee:** \_\_\_\_\_

**Narrative Information**

Please describe below the programs/services that the grantee will provide to the Oakland community (Please do not exceed 1 page, 12pt Font)

# SCHEDULE A5

**Organizational Budget** Complete the following budget information. The figures should be similar to those provided in your original application to the Cultural Funding Program. Line Item 1: CFP ORGANIZATIONAL ASSISTANCE AWARD should equal Line Item 32: TOTAL EXPENSES "City Funds" column.

**Organization Fiscal Year:**  FY 24-25  CY 2025

## I. 2025 INCOME

A. Contributed		TOTAL Funds
1	CFP ORGANIZATIONAL ASSISTANCE AWARD (REFER TO YOUR RESOLUTION FOR THIS AMOUNT)	\$
2	Federal Government (NEA, NEH)*	\$
3	State Government (CAC)*	\$
4	Local/Municipal Government (EXCLUDING THIS AWARD)*	\$
5	Individual Contributions (self & others)	\$
6	Business/Corporate Contributions*	\$
7	Foundations*	\$
8	Memberships	\$
9	Fundraising Income (gross)	\$
10	Other (specify):	\$
11	Other (specify):	\$
12	<b>SUBTOTAL:</b>	\$
B. Earned		TOTAL Funds
13	Admissions/Ticket Sales	\$
14	Tuition/Workshops/Fees	\$
15	Product Sales/Concessions	\$
16	Other (specify):	\$
17	Other (specify):	\$
18	<b>SUBTOTAL:</b>	\$
19	<b>TOTAL INCOME:</b> (line 12 plus line 18)	\$

## II. FY 2025 EXPENSES

A. Personnel		Number of Persons	City Funds <small>(indicate expenditure of award amount)</small>	TOTAL Funds
20	Artistic		\$	\$
21	Administrative		\$	\$
22	Technical Production		\$	\$
23	Other (specify):		\$	\$
24	<b>SUBTOTAL:</b>		\$	\$
B. Project/Production Expenses			City Funds	TOTAL Funds
25	Facility Expenses/Space Rental		\$	\$
26	Outreach/Marketing		\$	\$
27	Production/Exhibition		\$	\$
28	Travel		\$	\$
29	Fundraising Expenses (gross)		\$	\$
30	Other (specify):		\$	\$
31	<b>SUBTOTAL:</b>		\$	\$
32	<b>TOTAL EXPENSES:</b> (line 24 plus line 31)		\$	\$

**III. SURPLUS (DEFICIT) AT YEAR END** (line 19 minus line 32) \$