

California Grants Portal- Data Dictionary

Required field?	Data Element	Leg. Mandated?	Type	Number of Characters	Display on Front End?	Glossary Definition (Public facing)	Form Field Guidance (Grantmakers only)
Y	Grant Title	Y	Textbox	105	Y	The title of the grant opportunity.	The title of the grant opportunity. Typically this should be identical to the name for the grant opportunity on your own website, RFP/A, etc.
	Departmental Grant ID	Y	String (variable non-html)		Y	A combination of, typically, numbers, letters or a combination of letters or numbers that the state department uses to identify the grant opportunity. Not all departments use a Grant ID. If a department does not have a Grant ID for this grant opportunity this field will be blank. Note that all grants also receive an ID that is assigned by the Grants Portal. (See Grants Portal ID below).	A combination of, typically, numbers, letters or a combination of letters or numbers that the state department uses to identify the grant opportunity. If your department does not use a Grant ID system, leave this field blank. Note that all grants will also receive an ID that is assigned by the Grants Portal.
Y	Grantmaking Agency / Department	N	Selects		Y	The name of the agency (and department within the agency, where applicable) offering the grant opportunity.	Select the state agency (and department, if applicable) responsible for this grant opportunity. Constitutional Offices and independent departments are listed under "Agencies."
Y	Opportunity Type	N	Radio Buttons		Y	An opportunity is classified as either a grant or a loan. Grant opportunities do not require the awardee to repay any portion of the funding, while loan opportunities do.	Choose whether this is a grant or a loan.
Y	Is a Letter of Intent required? (form label) Letter of Interest (LOI) (glossary/detail page labels)	N	Radio Buttons		N	A Letter of Intent communicates the fundamentals of an applicant's grant proposal in order for the grantor to quickly determine an applicant's "fit" for the grant. Letters of Intent require much less time to complete than a full-length application. Typically, a subset of applicants that submit a Letter of Intent will then be invited to submit a full proposal.	Select whether a Letter of Intent or any other type of pre-application is required.
Y	Relevant Categories	N	Rearrangeable multi-select listbox		Y	The categories are tagged that best describe this grant opportunity.	Indicate the category (or categories) that best describes this grant opportunity. This will allow users to narrow their search to specific topics relevant to their needs. If this grant absolutely does not fit into any of the categories below, select "Uncategorized."
							Click on a category from left and move right to select. The categories are: Agriculture Housing, Community and Economic Development Consumer Protection Disadvantaged Communities Disaster Prevention & Relief Education Employment, Labor & Training Energy Environment & Water Food & Nutrition Health & Human Services Law, Justice, and Legal Services Libraries, Parks & Recreation, and Arts Science, Technology, and Research & Development Transportation Veterans & Military Uncategorized

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	Category Suggestion(s)	N	Text		N		Category Suggestion - Make this Suggestion not Suggestion(s). If you selected Uncategorized, you may suggest a category for a future iteration of this list.
Y	Grant Purpose	Y	Text	450	Y	A brief description of the goals and intended outcomes of this grant opportunity.	Provide a brief outline of the goals and intended outcomes of this grant opportunity. In most cases, this information should already be available in your department's documentation. If this is not the case, consider the following prompt, "At a high-level, what does your department hope to achieve as a result of this grant program?"
Y	Grant Description	Y	Text	3200	Y	A summary of the grant opportunity, including information such as project scope, priorities, allowable activities, partnership requirements, eligibility exclusions, grant award announcement mechanism, and/or past/average award size.	Provide an overview of the grant opportunity, including the project scope, priorities, allowable activities, partnership requirements (if applicable), eligibility exclusions or other key information that a grantseeker would need to know. Also include the following information here: - Limitations on the number of submissions by organizations (e.g. academic institutions within a system, libraries within a jurisdiction, cities within a county, etc.) -Application process, if using a Letter of Intent or other staged process -Past/average size grant amounts, if you are unable to provide an estimate for this specific grant opportunity. -Past number of awards, if you were unable to provide estimated number of awards for this specific grant opportunity. Keywords: Ideally, any keywords describing this grant opportunity should appear in this narrative. When this is not the case, write, "Keywords: " and then add a list of keywords. For example, if this grant is designed to support climate change, but climate change was not listed above, include it here.

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Y	Eligibility: Applicant Type	Y	Checkbox		Y	<p>Many grants are limited to certain applicant types. Departments select one or more of the following applicant types: Public Agency, Nonprofit Organization, Tribal Governments, Business, Individual.</p> <p>Nonprofit Organization: Any nonprofit or tax exempt organization, including private schools and universities</p> <p>Public Agency: State, county, city/township, special district or public educational/academic institution</p> <p>Business: A for-profit sole proprietorship, partnership, corporation, or other type of business</p> <p>Individual: A person applying for a funding opportunity on their own behalf (i.e., not on behalf of a company, organization, institution, or government).</p> <p>Tribal Government: Federally recognized Tribes located in California and non-federally recognized Tribes located in California with an</p>	<p>Indicate the applicant type(s) eligible to apply for this grant opportunity.</p> <p>Nonprofit Organization: Any nonprofit or tax exempt organization</p> <p>Public Agency: State, county, city/township, special district or educational/academic institution</p> <p>Business: A for-profit sole proprietorship, partnership, corporation, or other type of business</p> <p>Individual: A person applying for a funding opportunity on their own behalf (i.e., not on behalf of a company, organization, institution, or government).</p> <p>Tribal Government: Federally recognized Tribes located in California and non-federally recognized Tribes located in California with an established government structure.</p>
	Eligibility Notes: Applicant Type	N	Text	250	Y	<p>Departments may include additional information about eligible priority applicants here.</p>	<p>If applicable, include any clarifications or additional information regarding applicant eligibility or priority. This may include information about the type of nonprofit organization, 501(c)(3) designation, size/annual budget, specific type of public agency, veteran-, minority- or women-owned business, etc.</p>

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	Eligibility: Geographic	Y	Text	450	Y	Grant programs may be open to all eligible applicants without any geographic preference or they may have certain restrictions or priorities. The description of geographic requirements or priorities may include political subdivisions such as certain counties, cities, towns, special districts, etc. Eligible or priority geographies may also be described in broader terms, such as entire regions (e.g. the San Joaquin Valley) or by certain features (rural/urban, proximity to water, etc.)	Provide details on any geographic requirements and priority communities, limitations, or exclusions. If noting rural/urban eligibility, be sure to indicate which definition of rural is being used as these can impact eligibility greatly. Note whether there are any differences in the requirements or priorities between where an applicant is located and where services will be provided. Keywords: Ideally, any keywords describing this geographic requirements and priorities of this grant opportunity should appear in this narrative. If this is not possible, write, "Keywords: " and then a list of keywords. For example, if the grant opportunity prioritizes public agencies in the San Joaquin Valley, also include the names of the specific counties and/or cities.
Y	Revenue Source	Y	Radio buttons		Y	The funding for state grants typically originates from several sources: State Funds: State funds originate from the annual budget appropriations, legislation, ballot propositions, bonds or special funds. Federal Funds: Federal funds originate from federal agencies. In some cases, this is part of the federal budget and in others, the federal government has awarded a grant to the state, and the state is then making grants to entities within the state. Both State and Federal	Select the funding source for this grant opportunity: State Funds: This includes annual budget appropriations, legislation, ballot propositions or special funds. Federal Funds: This is funding that originates from the federal government, but a state department is making the grant awards. This may include federal pass-through dollars or grant awards that your department or another department have been awarded. Both State and Federal
	Revenue Source Notes	N	Text	200	Y	Departments may include additional information about the source of the funding here.	Specify information about the funding source that may be helpful to applicants, such as legislative authority, proposition number, bond name/number, federal grant program, etc.
Y	Is matched funding required?	Y	Radio buttons		Y	Certain grants require that the recipient(s) fully or partially match the grant award amount with another funding source. Some grants may have a range, and certain applicants may not be required to provide a match. In this case, programs will indicate that no match is required for this question and provide	Choose "Yes" or "No." Certain grant programs do not require match if an eligible applicant meets certain requirements (budget, geography, etc.). If certain types of applicants are not required to provide a match, choose "No" and explain in the "Match funding details."
	Matched Funding Percentage	N					Percentage of funding applicants must match.

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	Additional Info: Matched Funding Notes	N	Text	300	Y	Matching requirements or priorities vary greatly among grant programs. Some require a specific amount (or "floor") for all applicants and provide additional points for match above that level. Others require a range, usually reflecting the resources of the applicant. What an applicant may use for match may also differ by grant program. Common limitations include the source	Provide matching requirement details, including ranges, exceptions, priority for certain types of match commitments, limitations on the amount or source of match (state, federal, in-kind, etc.).
Y	Total Estimated Available Funding	Y	Integer		Y	The total projected dollar amount available for this grant opportunity.	Input the total projected dollar amount available for this grant opportunity.
N	Estimated Number of Awards	Y	Custom inputs		Y	A single grant opportunity may result in one or many awards. Some grantors will know in advance the number of awards they expect to provide, while others may indicate a range or it may depend on the submissions received, application process.	Provide the estimated number of awards your department expects to fund for this grant opportunity. This information is required by legislation. Select one of following options: -Exact number -Range between two numbers -Dependent on number of submissions received, application process
N	Estimated Award Amount(s)	N	Custom inputs		Y	The estimated amount of each grant award. Some grantors will know in advance, while others may indicate a range or it may depend on the submissions received, application process.	Provide the estimated award amounts your department expects to fund for each award. Select one of the following options: -Same amount each award: [] -Different amount each award: [] [] [] -Amount per award may range between [] and [] -Dependent on number of submissions received, application process
Y	Funds Disbursement Method	N	Radio buttons		Y	The way in which the grant funding will be delivered to the awardee. Disbursement methods include reimbursements (the recipient spends out-of-pocket and is reimbursed by the grantor), advances (the recipient spends received grant funds directly) or a combination.	Select the disbursement method that matches this grant program. Select one of the following options: Advance(s) Reimbursement(s) Combination Advance(s) and Reimbursement(s)
	Funds Disbursement Details	N	Text		Y	Any details on the funding disbursement method	Use this field to include 1-2 sentences providing details on the funds disbursement method.
Y	Grant Open	N	Date Picker		N	The date (and time, where applicable) that a department releases the grant information on the California Grants Portal. If the grant is Active (i.e. not Forecasted), the Open Date/Time is also when the grantmaker begins accepting applications.	Indicate when the grant should be made available in full on the portal (Open Date) and when the grant should be archived on the portal (Close Date). (Archived grants are still accessible on the portal after their Close Dates, but are marked as Closed and not included in search results.) For active grants, the open date is when the grant application period opens and the close date is when grant application period closes. If the grant does not have a Close Date, please select "The opportunity does not have a deadline." Note: Grants without Close Dates remain active and accessible via search results until updated with a Close Date.
	Grant Open Time	N	Time Picker		N		
Y	Grant Close (Application deadline)	N	Date Picker		N	The date (and time, where applicable) that a department closes the grant opportunity on the California Grants Portal. If the grant is Active (i.e. not Forecasted), the Close Date/Time is also when the grantmaker stops accepting applications.	
	Grant Close Time	N	Time Picker		N		

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Y	Period of Performance	Y	Custom Select		Y	The period of time during which the grantee is expected to complete the grant activities and to incur and expend approved funds. This may be a number (e.g. 18 months), a specified range (e.g. Oct 15 2020 - June 1 2021), a combination (any 12-month period between July 1, 2020, and June 31, 2023), etc.	Provide the period of time during which the grantee is expected to complete the grant activities and to incur and expend approved funds. Be as specific as possible. For example, if the exact start date is unknown, include something like this, "18 months, ending no later than March 31, 2022. Grant activities must last a minimum of 12 months."
Y	Expected Award Announcement Date	Y	Textbox		Y	Electronic Application Submission Method URL	Provide the expected award announcement date. Provide as much specificity as possible. If it is not possible to provide a month and a date, then provide a month. If it not possible to provide a month, provide a range (Jan-March of 2021).
Y	Application Deadline	Y	Date Picker, Checkbox, Time Picker		Y	The date (and time, where applicable) by which all applications must be submitted to the grantor. Programs that do not have an application deadline are noted as such.	Enter the application deadline. If there is a time deadline in addition to the date, click the Add Time(s) box and enter the time. The default time is 11:59 p.m. unless otherwise specified. If this grant opportunity does not have a deadline, check the box.
	Electronic Application Submission Method	Y	Radio Buttons w/Textbox		N	The website or email address applicants may use to submit applications.	AB 2252 (Stats. 2018, Ch. 318), requires that "each state agency shall provide for the acceptance of electronic proposals for any grant administered by the state agency, as appropriate." Indicate whether applicants may submit via email or online application. If the grant program does not provide one of these two methods, leave blank.
	Electronic Application Submission Method URL					URL of the application submission	URL of the application submisison
Y	URL for Full Grant Details	N	URL		Y	The webpage that provides full and complete details of the grant opportunity.	Provide a link to the page on your department's website where applicants may find further details about this grant opportunity (e.g. the full RFP, or additional information). If the only information available is an RFP/RFA, provide that link directly.
Y	URL of Grantmaking Agency/Department	N	URL		Y	The webpage for the agency or department offering the grant opportunity.	Provide a link to the agency or department website offering the grant opportunity.
	URL to Subscribe to Grant Updates	N	URL		Y	The webpage where applicants or others may sign up to receive notifications from the grantmaker about this or other grant opportunities, if available.	If your department's website includes functionality allowing applicants to subscribe to updates or announcements about this grant, provide the link here.
	URL for Planned Events Information	N	Text		Y	If there are any known events such as workshops, public forums, meetings planned for this grant, the grantmaking agency will provide a link to the page where applicants can find event details.	If there are any known events such as workshops, public forums, meetings planned for this grant, provide a link to the page where applicants can find event details. You may also update this at any point while the grant window is open.

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	Public Point of Contact Name	N	Textbox		Y	The email or phone number applicants may use to contact the grant program. Not all grant programs assign a single person as a point of contact. In these cases, a contact email and phone will still appear.	Provide an email address and phone number that applicants may use to make inquiries or request information about the grant opportunity. If the department has identified a specific person responsible for fielding public inquiries, include that person's name. If there is no single person responsible for public inquiries, leave this field blank. Note: The email address and phone number will be made available on the grant's detail page.
Y	Public Point of Contact Email	Y	Email		Y		
	Public Point of Contact Phone		Textbox		Y		
	Last updated timestamp	N	--		Y	N/A	N/A
Y	Primary Administrative PoC (for CSL): Name	N	Textbox		N	N/A	This contact information is for internal use only (i.e. not public-facing). It will only be used when a representative from the State Library need to contact the grantmaker for administrative purposes. Please provide two different points of contacts.
Y	Primary Administrative PoC (for CSL): Email	N	Text		N	N/A	
Y	Primary Administrative PoC (for CSL): Phone	N	Integer		N	N/A	
Y	Secondary Administrative PoC (for CSL): Name	N	Text		N	N/A	
Y	Secondary Administrative PoC (for CSL): Email	N	Text		N	N/A	
Y	Secondary Administrative PoC (for CSL): Phone	N	Integer		N	N/A	
	Grant Type	N	--		Y	<p>Status: Forecasted A grant opportunity that is planned but not yet open. A forecasted opportunity will often include a subset of grant information in order to allow prospective applicants to begin planning prior to its publication. Departments may use this for one-time future grant opportunities or grant opportunities that open annually. Departments may also include information about grant programs currently being designed through a public process (for example, a public rulemaking progress).</p> <p>Status: Active A grant opportunity that is currently open to application submissions.</p> <p>Status: Closed A grant opportunity that is no longer open to application submissions.</p> <p>All grants (forecasted, active or closed) are also available on the state's open data portal, data.ca.gov. [CSL page link will be provided before launch]</p>	Choose whether this grant is active or forecasted. If forecasted, you will be prompted to provide any information available regarding the grant with few required fields Grants become closed once the application window closes and the program is no longer accepting applications.

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Y	Number Application Submissions Received	Y	Integer		Y	The number of applications the department received for this grant opportunity. Departments will add this information after the application window has closed.	The grants portal will send an email reminder to you X days after the application window has closed. Upon receipt, login to the grants dashboard [link will be provided before launch] and input the number of applications received.