

**California Arts Council (CAC)  
Creating Public Value (CPV) Program  
2010-11**

**Grant Agreement Special Terms and Conditions  
Appendix A-Final Report: Reporting Requirements**

**A. Project Manager**

The CAC Project manager shall be the primary contact person during the performance of this grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The CAC Project Manager is:

Lucero Arellano  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 322-6338      (916) 322-6575 FAX  
LArellano@cac.ca.gov

**B. Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:**

**(1) California Arts Council/NEA Grants Activity Survey;**

**(2) A 25% Invoice Form; and**

**(3) A Final Report--maximum 2 pages--that includes responses to the following questions:**

(Make sure to include the questions below in your report)

- a. Summarize the activities supported by your CPV grant. If this grant complemented a larger organizational project, indicate total dollar amount.
- b. How did your CPV grant help you to:  
**Build new or expand relationships** in your community? Provide examples. (Strategies used and results: list new partnerships, alliances, etc.)
- c. **Create greater relevance** to audiences and community by expanding public participation? Provide examples. (Strategies used and results: number and type of new communities and audiences reached, etc.)
- d. Promote your organization's **return on investment** by promoting the public value and social/economic impact of your work to civic and political leaders, community supporters, audiences, & participants? (Strategies used and results.)

- e. Community Impact: In which ways did your community/constituency benefit (rural and/or underserved)? Include specifics such as total number of people served and age range. If applicable, number of families served, etc.
- f. What information did you collect to evaluate your project/activity?
- g. Submit samples of artistic and/or administrative results accomplished with this grant bearing our logo and credit line (CAC & NEA). Include video or photographs using our recommended format of 300 dpi in .jpd, .psd, or .tif (tif saved for windows). We appreciate your maintaining the current practice of branding the arts by adding our logo to your website, newsletter, programs, flyers, etc.
- h. **Optional:** To promote the work you do in your community, we have set up *ArtWorks!*, a special section on our website to highlight our grantees. Please submit, on a separate page, your *ArtWorks!* success story (between 800 and 1,000 words) and prepare 2-3 digital photos to go with your story (we will request these photos when needed).

**Both the survey and the invoice forms can be accessed, under forms and invoices at <http://www.cac.ca.gov/files/forms.php>.**