

California Arts Council  
State-Local Partnership Program  
Grant Agreement – Special Terms and Conditions 2010-11  
Appendix A – Program and 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:

Rob Lautz  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 324-6617; (916) 322-6575 FAX  
rlautz@cac.ca.gov

B. Invoicing

The initial advance invoice is for 50% of the grant amount. The subsequent 25% can be invoiced for at the midpoint of the grant period.

C. Reporting Requirements

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

1. *California Arts Council/NEA Grants Activity Survey*
2. 25% Invoice Form
3. Final Report

**Note:** The Final Report Form is under revision and you will be notified when it becomes available. If you have any questions regarding the Final Report please contact the SLPP Project Manager.