

**California Arts Council (CAC)  
Poetry Out Loud Program  
2013-14**

## **Grant Agreement – Exhibit D - Special Terms and Conditions**

### **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:

Kristin Margolis  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 322-6391  
(916) 322-6575 FAX  
kristin.margolis@arts.ca.gov

#### **B. Appendix A: 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, April 1, 2014, the grantee shall submit:

1. *California Arts Council/NEA Grants Activity Survey (online).*
2. 10% Invoice Form (one copy with original signature).

Note: The California Arts Council/NEA Grants Activity Survey and Invoice Forms are available on the CAC website at: <http://www.cac.ca.gov/files/forms.php>.