

**EXHIBIT D – SPECIAL TERMS AND CONDITIONS:
APPENDIX A – PROGRAM AND REPORTING REQUIREMENTS**

A. PROJECT MANAGER

The California Arts Council (CAC) Project Manager shall be the primary contact person during the performance of this Grant Standard Agreement (Grant) with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The CAC Project Manager is:

Wayne D. Cook, Arts Program Specialist
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6344
(916) 322-6575 FAX
wayne.cook@arts.ca.gov

B. MATCHING REQUIREMENTS

Matching funds at a level 1:1 are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match.

C. REPORTING REQUIREMENTS AND FINAL PAYMENT

CCC grants require a final report. The Final Report for the grant activity period of June 26, 2015 to June 30, 2016 is due July 30, 2016. If projects are completed earlier, grantees are encouraged to submit their final documentation early.

The final 10% of the total grant award will be held pending receipt of the following materials, due after the completion of activities (Scope of Work) supported by this Grant and **no later than 30 days after the end of the grant period**:

1. **CAC/NEA Grants Activity Survey** – online submission
2. **Final Report** – online submission
3. **Final Invoice Form** – to be completed with original signature (showing 10% Final Payment Request) and mailed to:

Contract Administrator
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2919

CAC/NEA Grants Activity Survey and the **Final Report** should reflect activities as completed during the execution of this Grant.

The above materials are available on the CAC website, Grantee Forms page at www.arts.ca.gov/programs/forms.php.