

**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 Program Manager for this grant is:

Shelly Gilbride
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 324-0075
shelly.gilbride@arts.ca.gov

B. MATCHING REQUIREMENTS

Matching funds at a level 1:1 are mandatory. The required match may be from public or private sources. State funds may not be used as a match.

C. REPORTING REQUIREMENTS AND FINAL PAYMENT

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. **Final Report (with NEA survey included)**– online submission at <http://cac.culturegrants.org>
2. **Final Invoice Form** – to be completed (at www.arts.ca.gov/programs/forms.php) 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.