



# GRANT STANDARD AGREEMENT

## EXHIBIT E – 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:

**Shelly Gilbride  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 324-0075  
(916) 322-6575 FAX  
Shelly.gilbride@arts.ca.gov**

### **B. MATCHING REQUIREMENTS**

Matching funds, at a level of dollar for dollar (1:1), are mandatory. The required match may be from corporate, private contributions, local government or earned income. Other State and federal funds cannot 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. CAC/NEA Grants Activity Survey** – online submission at [Http://cac.culturegrants.org](http://cac.culturegrants.org)
- 2. Final Report** – online submission at [Http://cac.culturegrants.org](http://cac.culturegrants.org)
- 3. Final Invoice Form** – available on the CAC website, Grantee Forms page at [www.arts.ca.gov/programs/forms.php](http://www.arts.ca.gov/programs/forms.php) must have original signature showing **10%** Final Payment Request) and mailed to:

Contract Officer  
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.