

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

### **A. PROGRAM MANAGER**

The California Arts Council (CAC) Program 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 Program Manager for this grant is:

Jaren Bonillo  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814  
(916) 322-6584  
[jaren.bonillo@arts.ca.gov](mailto:jaren.bonillo@arts.ca.gov)

### **B. GRANT PERIOD**

CAC funds for this grant may not be used to support activities, programs or services outside of the following Grant Period (Grant Term of Agreement): **June 20, 2016 – June 30, 2017**

### **C. GRANT PACKAGE MATERIALS SUBMISSION DEADLINE**

Mail all grant package materials identified in “Grant Instructions and Information”, postmarked by the deadline of **July 30, 2016** to:

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

### **D. MATCHING REQUIREMENTS**

Matching funds are not required for this grant.

### **E. 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 the Scope of Work indicated in the Grant Standard Agreement supported by this Grant, and **no later than 30 days after the end of the Grant Period**:

- 1. Final Report with NEA Grants Activity Survey** – online submission
- 2. 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

**Final Report with NEA Grants Activity Survey** 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](http://www.arts.ca.gov/programs/forms.php).