

**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:

Josy Miller  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814  
(916) 322-6385  
Josy.Miller@arts.ca.gov

**B. MATCHING REQUIREMENTS**

Unless your organization has received a Planning Grant, matching funds at a level 1:1 are mandatory. The match may be from corporate contributions, private contributions, local government, or earned income. *Other State funds and Federal funds cannot be used as a match.* In-kind contributions may not be used as a match in this grant program.

**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](http://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.