

**California Arts Council
Statewide Networks Program (SN) – 2009-10**

**Grant Agreement Exhibit D - Special Terms & Conditions
Appendix A: Reporting Requirements**

(Includes two Progress Reports due October 29, 2010 & February 25, 2011)

A. Project Manager

The CAC Project manager shall be the primary contact person during the performance of this grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The CAC Project Manager is:

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California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2951
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B. Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

- (1) California Arts Council/NEA Grants Activity Survey (accessible at <http://www.cac.ca.gov/files/forms.php>);**
- (2) A 25% Invoice Form (<http://www.cac.ca.gov/files/forms.php>); and**
- (3) A Final Report that includes responses to the following questions (2-3 pages).
Include the questions below in your report:**
 - a. Summarize the activities supported by your SN grant. If this grant complemented a larger organizational project, indicate total dollar amount.
 - b. Indicate how this grant helped your advancement and/or expansion. List specifics (before & after) such as new approaches, increases in # of members / organizations served, additional programs, geographic expansions, etc.
 - **Organizational Capacity:**
 - Managerial & Fiscal Competence;
 - Community Representation & Impact;
 - Programs & Services;
 - Outcomes.
 - **Community Building through Advocacy:**
 - Expand communications and participation of your membership and field through services;

- Represent the specific interests of your field to further advance your constituent base;
 - Partner with the CAC in advancing a statewide arts agenda;
 - Outcomes.
- **Impact on Constituency:**
 - How did your constituency benefit from SN funding?
- c. Leveraging SN funds and overall resources (include both cash and in-kind donations).
 - d. What information did you collect to evaluate your expected outcomes?
 - e. What are the needs of your constituency? Please include any pertinent data, reports or information that may be helpful to the CAC.
 - f. Describe factors or circumstances (positive or negative) within your organization's environment that affected your overall goals.
 - g. How may this Program be more effective in strengthening your network?
 - h. Submit samples of administrative and/or artistic results accomplished with this grant bearing our logo and credit line (CAC & NEA). Include photographs using our recommended format of 300 dpi in .jpg, .psd, or .tif (tif saved for windows). We appreciate your maintaining the current practice of branding the arts by adding our logos to your website, newsletters, programs, flyers, etc.
 - i. **Optional:** To promote the work you do in your community, we have set up *ArtWorks!*, a special section to highlight our grantees. Please submit, on a separate page, your *ArtWorks!* success story (between 800 and 1000 words) and prepare 2-3 digital photos to go w/your story (we will request these photos when needed).

Both the survey and the invoice forms can be accessed, under forms and invoices at <http://www.cac.ca.gov/files/forms.php>.