



Professional Development and Consulting Program (PDC)

2014-15 Grant Agreement – Exhibit D: Special Terms and Conditions Appendix A – Program and Reporting Requirements

A. Project Manager

The 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 Project Manager is:

Scott Heckes, Deputy Director
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2951
(916) 322-6376; (916) 322-6575 FAX
Scott.Heckes@arts.ca.gov

B. Reporting Requirements

PDC grants require a final report. The Final Report for the grant activity period of May 1, 2015 to June 30, 2016 is **due July 30, 2016**. The California Arts Council recognizes that PDC grant activity may not encompass the full period of May 1, 2015 - June 30, 2016. If projects are completed earlier, grantees are encouraged to submit their final documentation early.

Accompanying the Final Report, the grantee shall submit:

- A completed 10% Invoice Form
- CAC/NEA Grants Activity Survey

Grantee forms are available on the CAC website:

<http://www.cac.ca.gov/programs/forms.php>