

## **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:

Jason Jong  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814  
(916) 322-6338  
[jason.jong@arts.ca.gov](mailto:jason.jong@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, 2018**

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

Mail all grant package materials identified in “Grant Instructions and Information”, postmarked by the deadline of **August 5, 2016** to:

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

### **D. MATCHING REQUIREMENTS**

Matching funds are not required for the first of the two-year cycle of this grant.

In the second year, matching funds at a level of 1:1 may be required. You will be notified by the Program Manager in advance of this requirement, and prior to the end of the first year Grant Period.

If required in the second year of funding, the match may be from corporate contributions, private contributions, local government, or earned income. Other State funds cannot be used as a match. A combination of cash and in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. Contact your Program Manager to determine eligibility before including in-kind as part of any required match.

### **E. REPORTING REQUIREMENTS , SECOND AND FINAL PAYMENTS**

The second **40%** of the total grant award will be held pending receipt of the **Interim Report**, and **Second Invoice Form**, due no later than 30 days after the mid-way point for this grant, or **no later**

**than July 31, 2017.** Invoice should be mailed to the address in section **C. GRANT PACKAGE MATERIALS SUBMISSION DEADLINE.**

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, or no later than July, 30, 2018:**

- 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 the address section **C. GRANT PACKAGE MATERIALS SUBMISSION DEADLINE.**

**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).