

SPECIAL TERMS AND CONDITIONS – EXHIBIT E 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:

Josy Miller
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6385
Josy.Miller@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): **September 15, 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 **September 1, 2016** to:

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

D. 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.

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.