

EXHIBIT E – SPECIAL TERMS AND CONDITIONS FY16-17 Poetry Out Loud

For grants supported with funds received by the California Arts Council (CAC) from the National Endowment for the Arts (NEA), a federal agency.

A. CALIFORNIA ARTS COUNCIL (CAC) PROVISIONS

1. STATEMENT OF THE GRANT

This *Grant Standard Agreement (Grant)* is awarded with the understanding that the full Grant amount will be expended to support the project/activity as proposed by the Grantee in the application, and summarized in the *Grant Description and Budget (Exhibit A – Scope of Work & Exhibit B – Budget Detail and Payment Provisions,)*. While minor changes in the project/activity are expected, if the Grantee wishes to modify the fundamental intentions of the project/activity, prior written approval of the CAC is required.

a. Travel

If travel expenses are included in the approved budget, the State rules governing such expenses shall apply to the Grantee. All travel must be within the State of California.

b. Printing

In order to comply with the provisions of Government Code Section 19130, Grantee must seek prior approval from the CAC when a single printing project exceeds \$5,000. Contact the CAC Contract Officer at (916) 322-6337, or email contracts@arts.ca.gov, prior to entering into any contract for printing services if it exceeds \$5,000 to ensure compliance with this Grant provision.

2. 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): **October 1, 2016 – June 30, 2017.**

3. CAC GRANT RETURN DATE

Three copies of the *Grant Standard Agreement* shall be signed by an individual with authority to legally bind the organization and returned to the CAC Program by **December 1, 2016** (see #6 for details).

4. PROGRAM MANAGERS

The designated CAC Program Manager shall be the primary contact person during the execution of this Grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The Grantee shall also be responsible for

designating a Program Manager.

Should a change of the CAC's Program Manager or the Grantee's Program Manager become necessary, the other party shall be notified, in writing, 15 days prior to the change.

The CAC Program Manager for this grant is:

Josy Miller
(916) 322-6385
Josy.Miller@arts.ca.gov

5. ACKNOWLEDGMENT OF RECEIPT OF GRANT

Grantee is required to prepare and mail thank you letters to the Governor of the State of California and to state legislators. A sample thank you letter is available on the CAC website at www.arts.ca.gov/programs/forms.php. Grantee shall return one photocopy of each *Governor and Legislator Thank You Letter* to the CAC with the Advance Payment request (see Section 6, below).

6. COSTS AND PAYMENT

Advance Payment

Grantee is required to sign and return three copies of the *Grant Standard Agreement* with the *Grant Description and Budget (Exhibit A – Scope of Work & Exhibit B – Budget Detail and Payment Provisions)*, one copy of each *Governor and Legislator Thank You Letter*, and *Invoice Form* with original signature showing Advance Payment request.

Complete and return the *State of California Payee Data Record* form only if your organization is a new grantee, has had a change of address since last grant award, or there is a change in your organization's authorized signatory.

Mail all grant package materials identified above, postmarked by the deadline of **December 1, 2016** to:

Josy Miller
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

a. Program Reporting 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, and **no later than 30 days after the end of the Grant Period:**

- (1) **Final Report with NEA Grants Activity Survey** – online submission at cac.culturegrants.org. This document should only reflect activities completed as part of the Scope of Work of this Grant.
- (2) **Final Invoice Form** – to be completed with original signature (showing 10% Final Payment Request) and mailed to:

Josy Miller
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

The above materials are available on the CAC website, Grantee Forms page at www.arts.ca.gov/programs/forms.php.

7. COST RECORDS

Grantee shall maintain complete, accurate and current records of all income, including obligations incurred with respect thereto. Such records, or copies of such records, shall be kept separate from other cost records. During the duration of the activity and for not less than three years after completion or termination of the activity, Grantee shall make available for examination or audit any books, documents, papers or records pertaining to the activity. Upon request by the CAC, the Grantee shall furnish at its own expense legible copies of materials deemed pertinent, within 10 working days from receipt of the request.

8. MATERIALS DEVELOPED UNDER TERMS OF THE GRANT

a. Ownership

CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC Grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes.

b. Documentation

Documentation of artwork created and/or activities supported by this Grant is required. Professional-quality digital photography is encouraged where feasible, and high-resolution images provided in JPEG or TIFF formats are preferred. For questions regarding photo documentation formats, please contact your CAC Program Manager.

9. CAC ACKNOWLEDGEMENT

a. Logos

In order to further the CAC's effort to create recognition for public arts funding, the CAC requires that the Grantee display the CAC and NEA logos on all printed and electronic matter (websites, programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.).

The Grantee shall display the logos at a size and dimension that assures their visibility and the viewers' comprehension of them. If displaying the CAC logo in electronic materials, embed the following link with the corresponding images:

CAC: www.arts.ca.gov



NEA: www.arts.gov



All logos as well as the *Logo Usage Guidelines for Grantees* can be downloaded from the CAC website at www.arts.ca.gov/programs/logos.php. For additional assistance contact the CAC Graphic Designer Wendy Moran at wendy.moran@arts.ca.gov.

b. Additional CAC Graphics

The CAC also encourages Grantees to use the California Arts License Plate logo and the Keep Arts in Schools logo on all relevant printed and electronic materials. This will assist the CAC in increasing public awareness of these programs and their support for arts education and local arts programming. If displaying these logos in electronic materials, embed the following links with the corresponding images:

Arts License Plate: www.artsplate.org



Keep Arts in Schools Fund: www.arts.ca.gov/getinvolved/kais.php



c. Acknowledgement Language

Grantee is to acknowledge the receipt of CAC and NEA funding by using the following phrase in all materials produced as a result of receiving this award, and in any interviews with the media or during events when appropriate: **“This activity is supported in part by the California Arts Council, a state agency, and the National Endowment for the Arts. Learn more at www.arts.ca.gov and www.arts.gov.”**

d. Disclaimer Language

If published, recorded, or visual material (such as in a magazine, film, video, book or brochure) espouses an editorial viewpoint, Grantee must specify in the material that **“Any findings, opinions, or conclusions contained herein are not necessarily those of the California Arts Council or the National Endowment for the Arts.”**

10. SUBSCRIPTIONS

All Grantees will be subscribed to the *California ArtBeat* newsletter at the email address provided to CAC staff or as noted in the original application. All members of the staff and board of directors, where applicable, are required to self-subscribe. In addition, it is the Grantee’s responsibility to advertise to its arts organization constituents how to subscribe to the *California ArtBeat*.

Instructions: Visit www.arts.ca.gov/news/artbeat.php and provide your Email Address, First Name, and Zip Code to subscribe.

11. RESOLUTION OF DISPUTES

If Grantee disputes any action by the CAC arising under or out of the execution of this Grant, Grantee shall notify the CAC of the dispute in writing and request a claims decision. The CAC shall issue a decision within 30 days of the Grantee's notice. If the Grantee disagrees with the CAC's decision, the Grantee shall submit a formal claim to the Director of the CAC or to the Director's designee.

The decision of the Director or the Director's designee shall be final and conclusive. The decision may encompass facts, interpretations of the agreement, and determinations or applications of law. The decision shall be in writing following an opportunity for the Grantee to present oral or documentary evidence and arguments in support of the claim.

12. FUNDING CONTINGENCY

This Grant is valid and enforceable only if the State’s Budget Act of the appropriate fiscal year makes sufficient funds available to the CAC for the purposes of this program. Additionally, this Grant is subject to any additional restrictions, limitations, conditions and/or cancellation enacted by the Legislature, which may affect the provisions, terms, or funding of this Grant. The State has the authority to terminate any or all Grants.

13. GRANTEE NAME CHANGE

An amendment is required to change the Grantee's name as listed on this Grant Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

14. TERMINATION

It is mutually agreed that either party may cancel this Grant by giving 30-calendar days advance written notice.

Within 30 days of termination by either party, Grantee agrees to furnish the CAC with an itemized accounting of funds expended, obligated and remaining under this Grant.

Failure to comply with the terms of this Grant may lead to the cancellation of this Grant.

B. OTHER STATE OF CALIFORNIA PROVISIONS

The Grantee is responsible for complying with all applicable local, State, and/or Federal laws associated with this Grant.

C. FEDERAL FUND PROVISIONS

As a sub-recipient of federal funds, you must comply with the following mandates:

- (1)** There can be NO overlapping project costs among Federal grants, either directly or indirectly (e.g. Federal funds that flow through another grantor such as a State arts agency).
- (2)** Provide a final report and any other information or reports necessary to fulfill all applicable Federal reporting requirements.
- (3)** Adhere to the prohibition against lobbying within a Federally-supported grant or cooperative agreement.
- (4)** Use U.S. air carriers for foreign travel.
- (5)** Maintain records pertinent to the award for three years following submission of the final report.
- (6)** Documentation of Funds - Grantee must maintain adequate time-and-effort reports (i.e. personnel activity reports) when charging a person's salary in whole or in part to the grant. This mandate applies to all grant-approved salaried positions, regardless of the size of the award. Written and signed contracts must also be maintained if the grant supports contracts with artists or other people.
- (7)** Unallowable cost - Fundraising: No grant funds can be used for fundraising activity. This includes donor relations, grant writing, development, or other

related activities. This requirement applies across the Federal government. See Cost Principles A-122 (2 CFR200.442); A-21 (2 CFR 220); and A-87 (2 CFR 225).

- (8) A-133 Audit Requirements - OMB Circular A-133, "Audits of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an A-133 audit is \$750,000 in yearly expenditures of Federal funds for fiscal years ending after December 31, 2003. This is the aggregate of funds from all Federal sources.

OMB Circular A-133 is available online at www.whitehouse.gov/omb/circulars. If you have questions, contact the Office of Inspector General at (202) 682-5402 or oig@arts.gov.

- (9) Cost Principles - The allowability of costs for work supported with Federal funds shall be determined in accordance with the applicable Federal cost principles and the terms and conditions of the award. The following OMB Circulars set forth the Federal cost principles that, in general, apply to recipients of Federal funds. They are available through the following link: <http://www.whitehouse.gov/omb/circulars/>. These cost principles, as applicable, are hereby incorporated into this award:

OMB Circular A-122, "Cost Principles for Nonprofit Organizations," as amended: nonprofit organizations, exclusive of institutions of higher education;

OMB Circular A-21, "Cost Principles for Educational Institutions," as amended: public and private institutions of higher education;

OMB Circular A-87, "Cost Principles for State and Local Governments," as amended: state, local and Federally recognized Indian tribal governments; and

Federal Acquisition Regulation (FAR) at 48 CFR Part 31 for commercial organizations, individuals, and those nonprofit organizations listed in Attachment C to OMB Circular A-122. The FAR is available online at <http://acquisition.gov/far/>.

D. OTHER PROVISIONS

FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS GRANT STANDARD AGREEMENT, MAY DISALLOW THE GRANT RECEIPT FROM FUTURE FUNDING CONSIDERATION.