

**California Arts Council  
Statewide Networks (SN) Program  
2012-13**

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

**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 Interim Project Manager is:

John Seto  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 322-6395      (916) 322-6575 FAX  
[john.seto@arts.ca.gov](mailto:john.seto@arts.ca.gov)

**B. Matching Requirements**

Matching funds, at a level of dollar-for-dollar (1:1), are mandatory. The cash match may be from corporate, private contributions, local or federal government, or earned income. Other Federal and State funds cannot be used as a match.

If this grant is supported with federal funds, grantee may not use federal funds as a match.

**C. Interim Report**

Submit an Interim Report by **November 29, 2013**.

**D. Final Report**

Following completion of the activities supported by this grant (Scope of Work) and no later than 30 days after the end of the grant period, grantee shall submit:

1. *California Arts Council/NEA Grants Activity Survey. Fill out NEA Survey online and make sure to reference grant agreement number starting with "SN-12.";*
2. *A 25% Invoice Form; and*
3. *A Final Report accompanied by samples of grant accomplishments bearing our logos.*

**Interim Report, Survey, Final Report and Invoice forms can be accessed, under Grantee Forms at <http://www.cac.ca.gov/programs/forms.php>.**