

**EXHIBIT D – SPECIAL TERMS AND CONDITIONS:
APPENDIX A – PROGRAM AND REPORTING REQUIREMENTS**

A. PROJECT MANAGER

The California Arts Council (CAC) Project 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 Project Manager is:

John Seto, Special Projects Associate
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6395
(916) 322-6575 FAX
John.seto@arts.ca.gov

B. MATCHING REQUIREMENTS

Matching funds at a level 1:1 are mandatory. The required match may be from any public or private source. In some instances, 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 Project Manager to determine eligibility before including in-kind as part of the required match.

C. REPORTING REQUIREMENTS AND FINAL PAYMENT

The final **25%** of the total grant award will be held pending receipt of the following materials, due after the completion of activities (Scope of Work) supported by this Grant and **no later than 30 days after the end of the grant period:**

1. **CAC/NEA Grants Activity Survey** – online submission at <http://cac.culturegrants.org>
2. **Final Report** – online submission at <http://cac.culturegrants.org>
3. **Final Invoice Form** – to be completed (at www.arts.ca.gov/programs/forms.php) with original signature (showing **25%** Final Payment Request) and mailed to:

Contract Administrator
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2919

CAC/NEA Grants Activity Survey and the **Final Report** should reflect activities as completed during the execution of this Grant.