

**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:

Jason Jong, Arts Program Specialist
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6338
(916) 322-6575 FAX
jason.jong@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

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. **CAC/NEA Grants Activity Survey**
2. **Final Report**
3. **Invoice Form** with original signature (showing 10% Final Payment request)

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