



# GRANT STANDARD AGREEMENT

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

### A. PROJECT MANAGERS

The California Arts Council (CAC) Project Managers shall be the primary contact persons 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 Managers are:

Shelly Gilbride, Programs Officer California Arts Council 1300 I Street, Suite 930 Sacramento, CA 95814 (916) 324-0075 <a href="mailto:shelly.gilbride@arts.ca.gov">shelly.gilbride@arts.ca.gov</a>	Jason Jong, Arts Program Specialist California Arts Council 1300 I Street, Suite 930 Sacramento, CA 95814 (916) 322-6338 <a href="mailto:jason.jong@arts.ca.gov">jason.jong@arts.ca.gov</a>
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### B. MATCHING REQUIREMENTS

Matching funds are not required for this grant.

### C. 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 activities (Scope of Work) supported by this Grant and **no later than 30 days after the end of the grant period:**

- 1. Final Report** (including the NEA Grants Activity Survey), to reflect activities as completed during the execution of this Grant.
- 2. Final Payment Invoice Form**, to be completed with original signature (showing **10%** Final Payment Request) and mailed to:

Jason Jong  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814

Instructions on how to access the above materials will be made available on the CAC website, Grantee Forms page at [www.arts.ca.gov/programs/forms.php](http://www.arts.ca.gov/programs/forms.php).