

**California Arts Council (CAC)
Artists In Schools (AIS) Grant Program
2009-10**

**Grant Agreement – Exhibit D - Special Terms and Conditions
Appendix A: 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 Project Manager is:

Wayne Cook
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2951
(916) 322-6344
(916) 322-6575 FAX
Wcook@cac.ca.gov

B. Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

1. California Arts Council/NEA Grants Activity Survey;

2. A 10% Invoice Form; and

3. A Final Report:

- a. A new final report will be sent to grantees in a separate mailing at a later date.
- b. Submit samples with CAC & NEA logos, of artistic results accomplished with this grant (ex: literary publications, CDs, videos, DVDs, newspaper reviews/articles, programs and flyers, catalogs, postcards, newsletters, etc.). In order to further the CAC's effort to create brand recognition for the arts in California, the placement of CAC logo is required on all printed and electronic matter such as websites, e-newsletters, etc.

Both the survey and the invoice forms can be accessed, under forms and invoices at <http://www.cac.ca.gov/files/forms.php>.