



# FINAL REPORT INSTRUCTIONS

## FY19 Minigrant POD

(Professional or Organizational Development)

### Introduction

The Grant Agreement with the Michigan Council for Arts and Cultural Affairs (MCACA) and the Regional Regranting Agency requires a final reporting of grant activities. Review these instructions carefully regarding specific Final Report requirements. The grant report is used by the Council for grant agreement monitoring, project evaluation, and research. Final payment will not be processed until the required grant report is officially received and approved. The content of the Final Report should reflect all programmatic and allowable financial activities of the funded project from beginning to end, in accordance with grant agreement.

### Final Report Checklist

- Do you have the eGrant login and password for the account?
  - If not, please contact MCACA (**Please, DO NOT create another eGrant login**).
- Do you know the grant award amount?
  - It is stated on the signed contract agreement.
- Have you credited/acknowledged MCACA and the Regional Regranting Agency for the POD grant and have documentation, screen captures from website, social media, etc?
  - Be sure to include these as examples in the Final Report Attachments section.
- Have you read these instructions thoroughly?
  - **Please pay close attention to instructions regarding the narrative, budget, and eGrant's Minigrant FR Summary Information section.**

If the Final Report is not completed and submitted by the due date, the grant recipient will forfeit any remaining funds and will be asked to return funds previously issued.

In addition, future awards by the MCACA and/or your Regional Regranting Agency will not be processed until the report is received and approved.

Please contact your Regional Regranting Agency with questions.

**A few IMPORTANT things to be mindful of:**

- It is strongly recommended that you begin the online Final Report before the due date.
  - This will give you time to deal with any unforeseen developments that may prevent a timely submission.
- The successful submission of your report does not confirm the accuracy of the final report, materials uploaded, or approval.
- As a policy, there are NO Final Report extensions for the Minigrant Professional/Organizational Development grant program.
  - Please contact your Regional Regranting Agency if you have questions.
- Reports submitted more than three weeks late may result in the grant award being rescinded, with the grantee becoming ineligible to receive funds from MCACA until all obligations are met.

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## Final Report Overview

In order to complete the Final Report, the grantee must log in to eGrant using the same credentials that were used to log in and create the original grant application. **Please, do not create additional eGrant accounts or logins.**

Once logged in, the Final Report will be visible in the “Drafts” section of the eGrant system. Check the box next to the Final Report you are going to work on and submit. Then, click the “Edit” icon (pencil) near the top of the page to begin the Final Report process.

The eGrant system will guide you through five (5) pages of data collection prior to the “Submit” page of the Final Report. Similar to the application, navigate between the pages by clicking the “Previous” and “Next” tabs located at the top and bottom of the pages. The page you are working on will be highlighted in yellow inside the left sidebar.

Be sure to click “Save” often, in order to prevent loss of information.

## Completing your Final Report (FR)

Please read the following sections carefully. These instructions are designed to assist with the successful completion of the Final Report.

### GRANTEE INFORMATION

**Minigrant FR Applicant Information** – The information on this page will autofill from the original grant application. This page allows for corrections/revisions. Be sure to verify the information on this page for accuracy.

**Please note**, if you are changing the “Authorizing Official” or “Project Director” from the original grant agreement you must submit a “Grant Change Form” for approval. Please contact your Regional Regranting Agency for more information.

### PROJECT INFORMATION

**Minigrant FR Project Information** – The information on this page will autofill from the original grant application. This page allows for corrections/revisions. Be sure to verify the information on this page for accuracy.

The “**Grant award**” amount must be entered in the corresponding box. If you are unsure of your grant award, refer to the signed grant agreement.

### SUMMARY INFORMATION

**Minigrant FR Summary Information** – In the Project Participation Summary section, enter information that represents the **ACTUAL** numbers for the entire grant period as stated on your grant agreement. **As a POD grantee, many of the numbers in this section will be “0”**  
The numbers you enter should only reflect the number of individuals directly engaged in the professional or organizational development opportunity.

**The following fields, below, are highlighted for clarification.**

**Total number of Michigan artists directly involved:**

Enter “0,” unless you or your organization paid an artist(s) with grant funds.

**Total paid to Michigan artists:**

Enter “0,” or the amount paid if you or your organization paid an artist(s) with grant funds.

**Total number of artists directly involved:**

Enter “0,” unless you or your organization paid an artist(s) with grant funds.

If there is a number, the total number involved must include Michigan artists as well.

**Total paid to artists:**

Enter “0,” or the amount paid if you or your organization paid an artist(s) with grant funds.

As a reminder, the total number of Michigan artists participating as well as total paid to Michigan artists can be equal or be less than total number of artists participating/total paid to artists, but it cannot be greater than.

**Adults engaged:**

Enter the number of individuals that were directly involved in the POD. For example, an organization’s 6-member board and 2 consultants would equate to “8 Adults engaged” **OR**, if an individual artist or administrator attended a conference, the number engaged would be “1,” whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

**Children/Youth (under age 18) engaged:**

Enter the number of individuals that were directly involved in the POD that were under the age of 18, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

**Total number of new hires:**

For individual POD applicants, enter “0.”

Organization applicants, enter the number of full time employees/equivalents that were hired by the applicant organization in the past year. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization.

**Total number of employees:**

For individual POD applicants enter “0,” or “1” if self-employed.

Organization applicants, enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization. **To calculate full time employees/equivalents:**

4 employees who work 35 plus hours a week	= 4 full time
<u>+3 employees who work less than 35 hours a week (3 x 0.5)</u>	<u>= 1.5 full time</u>
	= 5.5 employees/equivalents

**Populations Benefited by Race:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly involved with the Capital Improvement Project, rather than through broadcasts or online programming. **DO NOT SELECT ALL OF THE BOXES.**

**Populations Benefited by Age:**

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. **DO NOT SELECT ALL OF THE BOXES.**

**Populations Benefited by Distinct Groups:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly involved with the Capital Improvement Project, rather than through broadcasts or online programming. **DO NOT SELECT ALL OF THE BOXES.**

**Contract Status:** Select option that best describes the current status.

## Budget

**Minigrant FR Budget** - Grantees must provide a financial report (summary and itemization) that ONLY reflects the revenues and allowable expenses directly related to your MCACA grant award. Grantees must show the full project budget.

You will need to know your exact grant award amount when completing this page. You can find this amount in your signed grant agreement. The itemized budget is required to reflect a 1:0.25 cash and/or in-kind match to your grant award (round figures to whole dollars).

\*Determine match by multiplying grant award amount by 0.25 to find minimum match. For example, a \$1,000 grant award X's 0.25 = a cash and/or in-kind match amount of \$250.

According to the grant agreement, the Council must receive proof of the entire amount of matching funds. Therefore, an itemization, including revenues and expenditures, is required and must be entered into eGrant.

The eGrant itemization Budget page is the budget. If there are additional revenues and/or expenses that do not fit on the template/page, please create and attach supplemental pages. Label the document "BudgetSupplemental-your orgs name.pdf" and attach by selecting "Choose File" at bottom of eGrant budget page.

**PLEASE NOTE:** The budget itemization has an additional column in Expenses section, "**MCACA share.**" Grantees indicate where the MCACA grant funds were spent in this column. The figures in this column **should not be in-addition to** the cash expense column, **but rather a subset of the cash** expense column.

As a reminder, the **ONLY** POD opportunities eligible for funding under this grant program are:

- **Conferences/Education/Training** - Educational opportunities for staff, board members or artists to increase knowledge and skills that support the mission of the organization or the work that they do.
- **Working with a consultant** - Funding for a consultant to provide assistance with strategic planning, coalition building, fundraising planning, needs assessment, grant writing, or board governance.

**Further**, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the itemized budget.**

**Those items are:**

- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Indirect costs for the handling/management of grant funds and fundraising
- Purchase awards, cash prizes, scholarships, contributions or donations
- Entertainment or reception functions
- Historical projects without a clear cultural focus
- Payments to endowments

**Items not to be included in the budget, continued...**

- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks/classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree
- Capital improvements, new construction, renovation or permanent equipment items, unless part of a Capital Improvement grant
- Out-of-country travel

This is the only MCACA grant program that allows out-of-state travel, to give Michigan, Michigan artists, arts administrators, and arts educators a presence at national conferences.

**Categorizing Expenses:**

- **Employee expenses:** Include the total project costs for Administrative, Artistic, or Technical/Production employees. Anyone receiving a W-2.
- **Non-Employee costs:** Include Artistic fees/services or any other project related non-employee fees or services. Anyone receiving a 1099.
- **Additional project related costs:** Include Space Rental, Travel, Marketing, Publicity & Promotion
- **Other expenses:** Include other project costs not tallied above

**\*For financial report assistance, please contact your Regional Regranting Agency\***

## Required Attachments

**FR Required Attachments** – All attachments **must** be in a pdf format. In this section, you will upload documentation that supports the successful completion of the grant. In addition, download, complete and submit the final report “Certification form” in this section. There are several project-specific narrative questions (below) that you must answer and attach as a final “Final Report Narrative.”

ALL GRANTEES ARE REQUIRED to provide documentation that includes examples of MCACA and Regional Regranting Agency acknowledgment and support of the project that was awarded funding. There are nine (9) attachment fields to provide required and relevant material that supports the project you were awarded funding from MCACA. Fields to attach documents include a Final Report Narrative, Final Report Certification, and seven (7) additional fields to attach pdf documents

**FIRST**, compose a **Final Report Narrative** summarizing the results of the professional development opportunity. The narrative should be no longer than two (2) pages in length, address the two items listed below and must be uploaded as a pdf file entitled: “Final Report Narrative-OrganizationName” (example: FinalReportNarrative-QuincyYouthTheater)

*Narrative Summary:* Provide a narrative summary of the activity and its outcomes. Such as, describing the training, workshop or conference attended. Describe the impact of the activity on the individual or organization. Consider including staff and volunteer participation in the activity such as board engagement (if applicable). Briefly discuss how the knowledge or training gained could be shared with colleagues and/or the public at large. In short, what was the opportunity, what knowledge was gained, how did it help you, and how is your experience going to impact your work or the organization.

*Acknowledgments:* Provide documentation describing how you or the organization gave recognition to **both MCACA and the Regional Regranting Agency** for the support of this **POD opportunity**. Acknowledgments such as logos on your website, social media, signage, ads, or brochures are acceptable.

**SECOND**, complete and attach the **Final Report Certification** form:

1. Click the “[Click here to download the Certification form](#)” link on eGrant Minigrant FR Required Attachments page (OR print, complete, attach pg. 8 if unable to download)
2. Save the document to your desktop
3. Open doc FROM the desktop and enter information/digital signatures
4. “Save as” and name this file “CertificationForm-OrganizationName” (example: CertificationForm-QuincyYouthTheater).
5. Click “Choose File” box next to Final Report Certification and attach

## Supplemental Materials

**FINALLY**, there are seven (7) additional fields to attach pdf documents. In many cases, images of a project may be appropriate. All grants require event documentation to include examples of how the “Michigan Council for Arts and Cultural Affairs” were credited for supporting the program, including but not limited to brochures, posters, postcards, newsletters, ads, social media, website, etc...

## Final Report Submission

**Submit** – this eGrant page will highlight incomplete fields/pages with a “Go There” link option. When all fields are complete, the system will allow the grantee to “Submit” a Final Report.

Upon submitting a report, an e-mail confirmation will be sent to the Project Contact person.

The email does not confirm materials/information are correct, nor does it confirm final payment.

Please contact your Regional Regranting Agency with any questions.



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(517)241-4011

## Final Report Certification

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Final reports will not be approved without the following signatures. If you are unable to provide an official electronic signature then you must sign, scan and upload this document as an attachment to your final report. It is strongly encouraged that the document is a pdf.

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate. The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal/State award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.*

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Project Director (print)

Project Director (signature)

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\*Authorizing Official (print)

\*Authorizing Official (signature)

\* This signature cannot be the same as that of the Project Director. It must be the signature of another person who shares responsibility for the completion of the project and the accuracy of the information contained in this report.

## Budget Definitions

### **GENERAL**

#### **Activity**

Refers to the specific project or range of operations funded by MCACA.

#### **In-Kind**

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

#### **Grant Amount Requested / Awarded**

The amount requested or amount awarded refers to amount in support of this activity.

### **REVENUES**

#### **Earned Revenue: Admissions**

Revenue derived from fees earned through the sales of services (other than this grant award). This includes sales of workshops, etc., to other community organizations, gov't contracts for specific services, performances or residence fees, tuition, etc., and foreign gov't support.

#### **Unearned Revenue Definitions:**

**Applicant Cash** – Funds from the applicant's resources allocated to the project.

**Corporate Support** – Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

**Foundation Support** – Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

**Government Support (Federal, Regional, & Local)** – Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government, and by agencies of the federal government.

**Other Private Support** – Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events.

**Other Unearned** – Revenue derived from sources other than those listed above. Sources include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

#### **State Support – Not from Council**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward a cash match.

### **EXPENSES**

**Capital Expenditures: Acquisitions** – Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

## **EXPENSES** (continued)

**Capital Expenditures: Other** – Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

**Employees: Administrative** – Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

**Employees: Artistic** – Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Employees: Technical/Production** – Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

**Marketing** – All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

**Non-employee: Artistic Fees and Services** – Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

**Non-employee: Other Fees and Services** – Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

**Other Expenses** – All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

**Space Rental** – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery and/or other spaces.