CAPITAL IMPROVEMENT FINAL REPORT INSTRUCTIONS

MICHIGAN ARTS & CULTURE COUNCIL

The Capital Improvement Grant Agreement with MACC requires the final reporting of grant activities. The Final Report is used by MACC for grant agreement monitoring, project evaluation, and research. Final grant payment will not be processed until the required grant report is officially received and approved. The content of the grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with the grant agreement.

If the report is not completed and submitted <u>by the due date, awardees will be asked to return funds</u>. In addition, until the report is received, future awards from the Michigan Arts and Culture Council will not be processed. Please contact Capital Improvement Program Manager, Jeff Garrett, with questions: C 517.242.3678 / garrettj7@michigan.org.

Final Report Checklist

Before completing the required report in SmartSimple, awardees must have:

- ⭕ SmartSimple login and password for the account, https://macc.smartsimple.com
- ⭕ Proof of crediting MACC on awardee's website and/or accompanying project materials.
- ⭕ The same Project Director and Authorizing Official that were listed on the original grant proposal (IF NOT, awardee must submit a Change of Grant Form in SmartSimple).

<u>**NOTE:**</u>

- It is strongly recommended that awardees begin the Final Report before the due date to handle any unforeseen technical problems that may prevent a timely submission.

- The successful submission of a report does not confirm the accuracy of the report, materials uploaded, or that it will be approved.

- Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, the grantee <u>will be</u> ineligible to receive funds from MACC until all obligations have been met.

Final Report Overview

In order to complete a Final Report, the grantee must log into SmartSimple with the same credentials entered for the application. Please, do not create new accounts.

Once logged in and the Final Report has been opened, the system guides grantee through five tabs that must be completed to successfully submit the Final Report. The tabs include GENERAL, REPORT DETAILS, FINANCIAL, QUESTIONS & ATTACHMENTS, and CERTIFICATION.

Similar to the application, navigate the Final Report by clicking the tabs on the main page.
A "Save Draft" button is at the bottom of each webpage. Be sure to "Save" often.

Two Ways To Access / Begin A Final Report:

1. Log in to SmartSimple.
2. Select "Reports" near upper right screen area to open My Reports section.
3. Select through tabs to find report (for example, DUE or SENT BACK).
4. Select anywhere on grant line to open the Final Report.
5. Here you will find the five (5) tabs to navigate through (GENERAL, REPORT DETAILS, FINANCIALS, QUESTIONS & ATTACHEMENTS, CERTIFICATION).

OR

1. Log in to SmartSimple.
2. Select "Applications and Grants" near upper right screen area to view My Applications
3. Select tabs to find grant (such as, IN PROGRESS or AWARDED).
4. Select the blue "Open" button on grant line to open the grant.
5. Select the "Final Reports" tab inside the dark blue band on left side of screen.
6. Select anywhere on grant line to open the Final Report.
7. Here you will find the five (5) tabs to navigate through (GENERAL, REPORT DETAILS, FINANCIALS, QUESTIONS & ATTACHEMENTS, CERTIFICATION).

What is required in each section of the Final Report?

All sections of the Final Report must be complete before submitting.
Be sure to read the accompanying instructions as well as utilize the tooltips next to the questions (indicated with "?") to seek clarification.

GENERAL tab:

Information in this section will be auto-filled from the original application.
Review the information to ensure it is still correct. If any of this info is incorrect, please fill out a *Change of Grant* form (in SmartSimple) to be submitted to MACC. Grantees cannot move forward with the Final Report until this info is correct. If everything is correct, click "Save Draft" at the bottom of the screen and move on.

REPORT DETAILS tab:

Review the information under "Project" to be sure the project description is correct. Then move on to the "Participation Summary" section. Work through each question. Instructions are explained under each question. Select "Save Draft" often at the bottom of the screen and before moving on.

FINANCIAL tab:

Scroll down to the "Revenue and Expense Report" section and click on the blue "Open" button. This will open a budget form in a new window. Enter the actual project expenses and revenues from your project. Grantees can utilize the budget from the original application as a guide. When budget information has been completed, select "Save" **and then select** "Close" at the bottom of the screen to move on.

As a reminder funding may ONLY be used for:
- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Construction and project management costs
- Purchase of equipment directly related to the arts presenting or producing function of an organization

Please be aware that there are certain expenses that are not appropriate for MACC funding. **Those items are:**
- In-Kind labor
- Feasibility studies
- Architectural drawings/fees, and design fees
- Mortgage payments
- Operational support
- Restoration of historic buildings when the **primary focus** is historic preservation (except those with architectural significance)
- Debt retirement
- Purchase of a building, land or vehicle
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Programing and other administrative costs
- Fundraising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are members of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. cost of handling grants funds, that is charged against the grant funds)

Expenses that are not appropriate for MACC funding (continued):

- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines, contingencies, penalties, interest, 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
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

NOTE: MACC funding may not be applied to these items and should not be included in the project budget as expense items or to meet matching requirements.

For additional assistance completing financial statements, please contact:

Adam Wheater: 517.881.7272; wheatera@michigan.org
Ashley Minarik: 517-599-1381; minarika2@michigan.org.

QUESTIONS & ATTACHMENTS tab:

Answer the questions in this section with as much details as possible.
This is where the grantee informs MACC project's completion and how it went.
Grantees MUST include a document(s) with images of the project AND include examples of how the grantee acknowledged MACC (such as copy of webpage, social media samples, postcard/literature with logo(s), videos etc.

All uploaded documents should be in PDF format. Be sure to select "Save Draft" often.

CERTIFICATION and SUBMIT tabs:

To complete the Final Report, awardees are required to send a Final Report Certification to be signed by Project Director AND Authorizing Official.

1. Select "Submit," this will send the Final Report Certification for signature via DocuSign email to the Project Director. Be sure to check junk/spam folder.
2. After the Project Director signs, the Final Report Certification will automatically go to the Authorizing Official via DocuSign email. Be sure to check junk/spam folder.
3. When the Authorizing Official completes signature, the Final Report Certification will automatically be uploaded in SmartSimple.
4. The Final Report has been submitted.

Note: The final report is NOT submitted until the Project Director and Authorizing Official complete the Final Report Certification DocuSign emails.

MACC is not responsible for unsigned documents contributing to missed deadlines.

The successful submission of a Final Report does not confirm the accuracy of the report, materials uploaded or that it will be approved.

MACC may contact grantee throughout final review process with questions or clarifications.

Please note: MACC is here to assist with the successful completion of the Final Report.