



# FINAL REPORT INSTRUCTIONS

## FY16 Capital Improvement Program


### INTRODUCTION

The Grant Agreement with the Michigan Council for Arts and Cultural Affairs (MCACA) requires a final reporting of grant activities. Review the instructions below carefully regarding specific Final Report requirements. The final 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 your grant agreement.

If the Final Report is not completed and submitted by the due date, the grant recipient will forfeit any remaining funds and may be asked to return any funds previously issued. In addition, future awards by the MCACA will not be processed until the report is received and approved. If you have questions, please contact MCACA at 517.241.4011.

### INSTRUCTIONS

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. Upon login, 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 click the “Edit” icon (pencil) near the top of the page to begin the Final Report process.



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	Application Type	Fisca...	Progr...	Phase	S...	Due Date	Title	La
<b>Applicant</b>								
Instructions								
Drafts (4)	<input type="checkbox"/> Minigrant Application	2016	MG	Application	Draft	1/15/2016 11:59...		12/
History (0)	<input type="checkbox"/> Minigrant Application	2016	MG	Final Report	Draft	10/31/2016 11:5...		12/
Opportunities (2)	<input type="checkbox"/> MCACA Grant Application	2016	CI	Application	Draft	Rolling		3/3
	<input checked="" type="checkbox"/> MCACA Grant Application	2016	CI	Final Report	Draft	10/31/2016 11:5...		12/

The system will guide you through six (6) 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 to prevent loss of information.

The screenshot shows the eGrant.net interface for the Michigan Council for Arts and Cultural Affairs. The breadcrumb trail is: Drafts > MCACA Grant Application: Final Report > FR Applicant Information. The page title is 'Final Report GRANTEE INFORMATION'. A sidebar on the left lists various report sections, with 'FR Applicant Information' selected. The main content area includes a note about grant reporting requirements and a warning to submit by the due date. Below this are two required input fields: 'Name' and 'Address 1 (street address or rural route)'. The 'Name' field is currently empty, and the 'Address 1' field contains a greyed-out placeholder.

## Completing your Final Report

Please read the following sections carefully.

### GRANTEE INFORMATION

**FR Applicant Information** – The information on this page will autofill from the original grant application. This page allows for updating/correcting any information. Be sure to verify the information on this page for accuracy. Please note, if you are changing the “Authorizing Official” from the original grant agreement you must submit a “Grant Change Form” for approval before any changes will be permitted. Please contact MCACA staff for more information.

### PROJECT INFORMATION

**FR Project Information** – The information on this page will autofill from the original grant application. This page allows for updating/correcting information. Be sure to verify the information on this page for accuracy. Please note, the “Grant award” amount needs to be entered in the corresponding box. If you are unsure of your grant award, refer to the signed grant agreement.

### SUMMARY INFORMATION

**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.

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

Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. This number will be “0” in most cases, unless artists were employed to work on the project or directly involved.

**Total paid to Michigan artists:**

Enter the amount to be paid to Michigan artists directly involved in providing artistic services specifically identified with the award. This number will be “0” in most cases, unless artists were employed to work on the project.

**Total number of artists directly involved:**

Enter the total number of artists directly involved in providing artistic services specifically identified with the award (this total must include the total of Michigan artists). This number will be “0” in most cases, unless artists were employed to work on the project or directly involved.

**Total paid to artists:**

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award (this total must include the amount paid to Michigan artists). This number will be “0” in most cases, unless artists were employed to work on the project.

\*Reminder, the “Total number of Michigan artists directly involved” as well as “Total paid to Michigan artists” can be equal or less than the “Total number of artists involved/paid,” but cannot be more.

**Adults engaged:**

For CIP applicants, please enter the number of individuals (contract workers & organizational staff) that were directly involved in the project (not individuals benefiting as a result).

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

For CIP applicants, please enter the number of individuals under the age of 18 (contract workers & organizational staff) that were directly involved in the project (not youth benefiting as a result).

**Total number of contracted Michigan workers involved in project: (for Capital Projects Only)**

Enter the number of Michigan workers involved in the expansion, renovation or construction.

**Amount paid to contracted Michigan workers involved in project: (for Capital Projects Only)**

Enter the amount paid to Michigan workers involved in the expansion, renovation or construction.

**Total number of contracted workers involved in project: (for Capital Projects Only)**

Enter the total number of workers involved in the expansion, renovation or construction (this total number should include Michigan workers)

**Amount paid to contracted workers involved in project: (for Capital Projects Only)**

Enter the total amount paid to workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

**Population Benefited by Race / Ethnicity, Age, and Distinct Groups:** Select all that apply

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

**FR Budget** – According to your grant agreement, the Council must receive proof of the entire amount of matching funds. Applicants must provide an itemized financial report (summary and itemization) that **ONLY** reflects the allowable revenues and expenses directly related to the MCACA funded project (see budget definitions below).

You will need to know your exact grant award amount (located within your signed grant agreement) when completing the Final Report Budget section. The budget is required to reflect a 1:1 cash match to your grant award.

Enter budget numbers in eGrant, as well as, use the attached “Sample Itemization” at the end of this document as a guide to create and upload as a Portable Document Format (pdf) **OR** click on the “Click here for a Capital Improvement itemization template” link on the eGrant FR Budget page to generate a budget to be attached in this section.

Name this file “Final Budget-OrganizationName” (example: FinalBudget-Quincyouththeater.pdf)

**PLEASE NOTE:** The Itemization Template has an additional column in the “EXPENSES” portion of the budget entitled “MCACA share.” The figures in the “MCACA share” column should not be in-addition to the cash expense, but rather a subset of the cash expense column. Use this column to indicate where MCACA funding amounts were applied to allowable expenses.

**Funding may ONLY be used for...**

- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Purchase equipment directly related to the arts presenting/producing function of an organization
- Construction and project management costs ONLY, do not include programming in this grant

**Funding may NOT be used for...**

- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- 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
- 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. the cost of handling grants funds that are charged against the grant funds)
- 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

### Funding may NOT be used for... continued

- 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 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
- 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

### 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 how MCACA was acknowledged/credited for supporting the project in which your org 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. First, compose a “Final Report Narrative” summarizing the results of this project, addressing all items listed below. The narrative should be no longer than three (3) pages in length and uploaded as a pdf file entitled “Final Report Narrative-OrganizationName” (example: FinalReportNarrative-Quincyouththeater.pdf).

**Narrative Summary:** Provide a narrative summary of the project and its outcomes including the community impact of the project; how the project was implemented, including timetable or schedule of activities, management, staff and volunteer participation in the project, including board engagement; how the project met quantifiable measures regarding goals and outcomes; and the long term or significant benefits for your organization as a result of this project.

**Promotion:** Describe the success of project related promotion and marketing materials including community outreach, contact with your elected officials and use of social media tools (website, Facebook, Twitter, etc.). Provide links as appropriate.

**Acknowledgements:** Describe/provide examples of how you acknowledged MCACA throughout your project including the use of the logos on your website. Provide links as appropriate.

Then, attach the Final Report Certification form (click “Click here to download the Certification form”) to download, print, & complete. Name this file “CertificationForm-OrganizationName” (example: CertificationForm-Quincyyouththeater.pdf).

Finally, there are seven (7) additional fields to attach pdf documents. In many cases, images of a project may be appropriate. In addition, consider brochures, signage, advertisements, newsletters, posters, postcards, and/or a document containing relevant links or social media posts.

**Project Activity Locations** – Please leave blank, do not fill out this section, click “Next.”

**Submit** – the final section will highlight incomplete fields within the eGrant report and 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/info are correct, nor does it confirm final payment. Please contact MCACA with any questions.

## **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:** Amount requested / awarded in support of this activity.

### **Revenues**

#### **Earned Revenue Definitions:**

**Admissions:** Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

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

**Applicant Cash:** Funds from the applicant’s resources allocated to this 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. 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 cash match.



## **Expenses**

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

**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.

**Employee – 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, fundraisers, 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/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, theater, hall, gallery and other such spaces.

## ITEMIZATION TEMPLATE

	CASH	TOTALS
<b>INCOME</b>		
<b>REVENUE - EARNED</b>	\$ -	
<b>TOTAL EARNED INCOME</b>		\$ -
<b>REVENUE - UNEARNED</b>		
<b>Corporate, Foundation &amp; Private support</b>		
Corporate support		
CN	\$ 1,000	
Fifth Third Bank	\$ 1,000	
Foundation support		
Knight Foundation	\$ 5,000	
Reuter Foundation	\$ 5,000	
Private support		
Individual contributions	\$ 3,000	
		<b>\$ 15,000</b>
<b>Other unearned revenue</b>	\$ -	
		<b>\$ -</b>
<b>MCACA grant request</b>		<b>\$ 15,000</b>
<b>TOTAL CASH REVENUE</b>		<b>\$ 30,000</b>

	CASH	MCACA share	TOTALS
<b>EXPENSES - CASH</b>			
<b>Employee expenses</b>			
Facility Manager	\$ 2,500	\$ -	
			<b>\$ 2,500</b>
<b>Non-employee costs</b>			
NB Construction	\$ 7,500	\$ 7,500	
			<b>\$ 7,500</b>
<b>Capital expenses</b>			
Aluminum Guest Lounge Doors & Hardware	\$2,540		
		\$ 1,000	
Aluminum Store Doors & Hardware	\$1,315	\$ 500	
Stainless Steel Railing System	\$5,840	\$ 3,000	
General Conditions	\$200		
Demo/Infill & Misc. Patching	\$2,500	\$ 1,000	
Security/Low Voltage Costs	\$2,000	\$ 500	
Electrical	\$1,632	\$ 500	
Construction Contingency	\$2,000	\$ 750	
Concrete/Step Allowance	\$750	\$ 250	
Woods & Plastics	\$623		
Misc. Caulking	\$600		
			<b>\$ 20,000</b>
<b>TOTAL EXPENSES</b>		<b>\$ 15,000</b>	<b>\$ 30,000</b>

Be sure to display both labor and material expenses.

The "MCACA share" column is a subset of the "CASH" column and not in-addition to.