



Michigan Council for Arts and Cultural Affairs
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FY16 NEW LEADERS FINAL REPORT INSTRUCTIONS

INTRODUCTION

The Grant Agreement with MCACA requires the final reporting of grant activities. Review the instructions below carefully regarding the specific grant reporting requirements. The grant report is used by the Council 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 your grant agreement.

If the report is not completed and submitted by the due date, you will be asked to return funds. Also, until the report is received, future awards by the Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Arts Education Program Manager Chad Swan-Badgero at 517.373.8669.

INSTRUCTIONS

In order to complete the Final Report, the grantee must log into eGrant using the same credentials as were used to login to create the original grant application. Once logged in, the Final Report will be visible in the Draft section of the eGrant system. Check the box next to the Final Report you want to work on then click Edit button at the top of the page to begin the Final Report process.

The screenshot shows the eGrant.net interface. At the top left is the Michigan Council for Arts and Cultural Affairs logo. The main header includes the eGrant.net logo and a 'Sign Out' link. Below the header is a navigation bar with icons for Contact, Questions, View, Print, Edit, and Delete. The main content area displays a table of grant applications with the following columns: Applicant, Application Type, Fiscal Y., Phase, Due Date, Request, Title, St..., and LastUpdated. A sidebar on the left shows navigation options: Instructions, Drafts (7), History (1), and Opportunities (2). The 'Drafts (7)' section is currently selected.

Applicant	Application Type	Fiscal Y.	Phase	Due Date	Request	Title	St...	LastUpdated
<input type="checkbox"/>	MCACA Grant Application	2014	Application	2/28/2014 10:59:59 PM	\$50,000.00	Support the Arts in Michigan	Draft	2/5/2014 10:35:01 ...
<input type="checkbox"/>	MCACA Grant Application	2014	Final Report	Rolling	\$50,000.00	Support the Arts in Michigan	Draft	
<input type="checkbox"/>	Minigrant Application	2014	Application	10/15/2013 10:59:59...	\$100.00	asdf	Draft	10/14/2013 11:41:...
<input type="checkbox"/>	MCACA Grant Application	2013	Application	Rolling			Draft	9/17/2013 8:32:23 ...
<input type="checkbox"/>	MCACA Mini Grant Application	2013	Application	Rolling	\$4,000.00	MCACA Test Page	Draft	8/19/2013 10:31:3...

The system will guide you through the five (5) pages of data collection prior to submitting the final report. Like the application, navigate between the pages by clicking on the page buttons on the left sidebar or by clicking the Next button. The page you are working on will be highlighted in the left sidebar. At the top and bottom of the pages are “Previous,” “Save” and “Next” buttons. Be sure to save your work often to avoid any loss of information.

The screenshot shows the 'Final Report' interface on eGrant.net. The breadcrumb trail is: Crafts > MCACA Grant Application: Final Report > 2014 FR Applicant Information. The left sidebar lists the report sections: 2014 FR Applicant Information (highlighted), 2014 FR Project Information, 2014 FR Summary Information, 2014 FR Budget, 2014 FR Required Attachments, and Submit. The main content area is titled 'Final Report GRANTEE INFORMATION' with a note that required fields are marked with an asterisk. It contains a paragraph explaining the purpose of the grant report, a bolded instruction to submit by the due date, and a warning about returning funds if the report is late. At the bottom, there is a 'Name' dropdown menu with 'Michigan Council for Arts and Cultural Affairs' selected.

Completing your Final Report

Please read carefully the following sections.

These instructions are designed to help assure the successful completion of your final report.

2016 NL 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 that if you are changing the Authorizing Official from the original grant agreement you will need to fill out a request form and submit it for approval before a change will be allowed. Contact any one of the MCACA staff members for more information.

2016 NL FR Project 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 that the grant award amount needs to be entered into the corresponding box. If you are unsure of your grant award refer to the signed grant agreement.

2016 NL FR Summary Information – In the Project Participation Summary Section enter information that represents your ACTUAL numbers for the entire project as stated on your grant agreement. As a reminder, the total number of Michigan artists participating as well as total paid to Michigan artists can equal or be less than total number of artists participating/total paid to artists but it cannot be more than. The same applies for total number of youth and individuals benefitting. Complete the Contract Status Section. Do not enter any information in the section marked for MCACA Regional Regranting Agency Only.

2016 NL FR Budget – You must provide a financial report (summary and itemization) that **ONLY** reflects the revenues and allowable (see budget definitions) expenses directly related to your MCACA funded project.

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 final project budget is required to reflect a 1:1 cash and/or in-kind match to your grant award (round figures to whole dollars).

According to your grant agreement, the Council must receive proof of the entire amount of matching funds. Therefore, an itemization of the budget, including all revenues and expenditures, is required and must be uploaded. At the end of the document there is a budget definition sheet and sample itemization to assist you with completing this section correctly.

PLEASE NOTE: The budget form and sample itemization has an additional column in Expenses, “MCACA Dollars.” You must 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, rather it is a subset of the cash expense column. **PLEASE FOLLOW THE FORMAT OF THE “ITEMIZATION TEMPLATE” at the end of this document.**

As a reminder funding may ONLY be used for:

- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space Rental
- Marketing or promotional expenses directly related to the project
- Supplies and materials, including performance, or other production costs
- Project related curriculum materials

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 with your Final Report.**

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
- Purchase awards, cash prizes, scholarships, contributions or donations
- Entertainment or reception functions
- Historical projects without a clear cultural focus
- Out of state travel
- Payments to endowments
- 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

2016 NL FR Required Attachments – In this section you will upload documentation that supports the successful completion of your grant and the final report certification form. There are several narrative questions about the project that you must answer and attach in the Final Report Narrative box, those questions can be found below. All grants require event documentation which includes examples of how MCACA was credited for supporting the program, including but not limited to season brochures, posters, postcards, newsletters, ads. You have seven (7) open attachment fields to provide relevant material that supports the project in which you were awarded funds.

On a separate page, please complete a narrative summary of the results of this project, addressing all items that are listed below.

Narrative Summary: Provide a narrative summary of the project and its outcomes including how the project retained, engaged, and/or mentored New Leaders; community impact of the program; how the program was implemented, including timetable or schedule of activities, management; and how the project met quantifiable measures regarding goals and outcomes.

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

Acknowledgements: Describe and provide examples of how you acknowledged MCACA and the NEA in your program materials including the use of the logos on your website. Provide links as appropriate.

Submit - The Finish page shows any required fields that have not been completed in the eGrant system with a link to the incomplete fields. Once all fields are complete, the system will allow the grantee to submit the Final Report. Upon submission of the Final Report, an e-mail will be sent to the Project Contact person confirming the report has been submitted, this does not confirm that all materials/information are correct or that your final payment will be issued.

Any questions regarding your final report please contact Arts Education Program Manager Chad Swan-Badgero at 517.373.8669; badgeroc@michigan.org.

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, 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, theater, hall, gallery and other such spaces.

ITEMIZATION TEMPLATE

INCOME	CASH	INKIND	TOTALS
REVENUE - EARNED			
Single Ticket Sales	\$ 250		
TOTAL EARNED INCOME			\$ 250
REVENUE - UNEARNED			
Corporate, Foundation & Private support			
Corporate support			
CN	\$ 250		
Fifth Third Bank	\$ 250		
Foundation support			
Reuter Foundation	\$ 500		
Private support			
Individual contributions	\$ 100		
			\$ 1,100
Other unearned revenue			
CD and book sales	\$ 250		
Concession sales	\$ 150		
			\$ 400
InKind revenue			
Itemized in expense column		\$ 750	
			\$ 750
MCACA grant received to date			
Feb-13	\$ 2,000		
MCACA grant due	\$ 500		
			\$ 2,500
TOTAL CASH REVENUE			\$ 5,000
EXPENSES - CASH			
	CASH	In-Kind	MCACA share
Employee expenses			
Project Director	\$ 750		\$ -
			\$ 750
Non-employee costs			
Artists fees			
Dan Parisian, Visual Artists	\$ 1,150		\$ 1,000
Chuck Williams, Storyteller	\$ 1,100		\$ 1,000
			\$ 2,250
Additional project related costs			
Concessions	\$ 50		
Season Brochure/Postcard	\$ 500		\$ 500
Marketing Adv Radio	\$ -	\$ 750	
			\$ 1,300
Other expenses			
Postage	\$ 450		
Telephone	\$ 250		
			\$ 700
TOTAL EXPENSES			\$ 5,000