



# FY21 Bus Grant Final Report Guidelines

## Things you'll need to submit your Bus Grant final report:

- The date of your field trip (note: it must have taken place between October 1, 2020 and June 30, 2021).
- Students impacted
- PAID receipt to confirm transportation costs
- Evidence of the field trip by way of images, testimonials, and/or video
- Explanation of field trips educational impact

Questions? Please contact your Regional Regranting Agency. A list of these agencies can be found on the MCACA website at: [www.michigan.gov/arts](http://www.michigan.gov/arts)

## Final Report Basics

### SUBMITTING YOUR FINAL REPORT

Submit your final report online along with your expenses at [mcaca.smartsimple.com](http://mcaca.smartsimple.com).

### REIMBURSEMENT

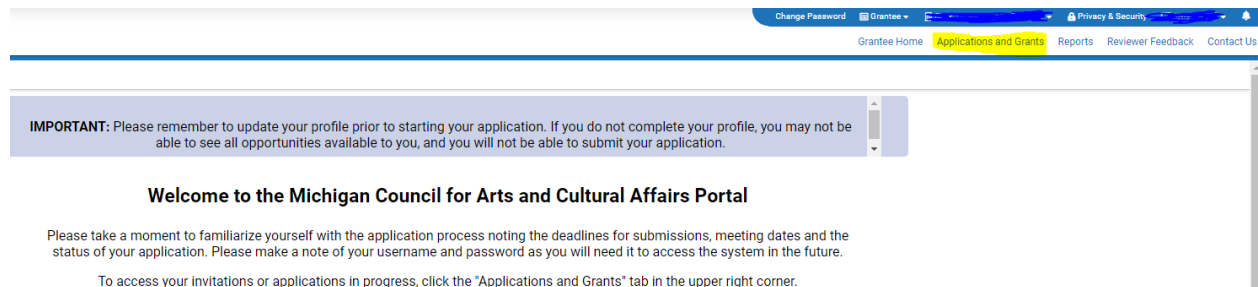
1. FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS, after the trip has occurred. Grantee should obtain a PAID receipt from their transportation provider dated on or after the trip and attach it within your final report.
2. MCACA will reimburse the school for actual transportation costs (not to exceed the grant award) within approximately 60 days of receipt of the final report.
3. Final reports must be received no later than July 31<sup>st</sup>, 2021.

# Final Report Overview

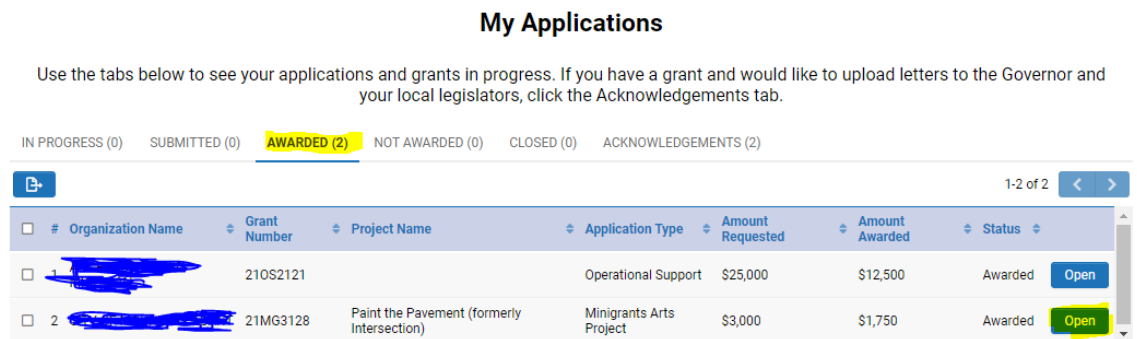
In order to complete the Final Report, the grantee must log into SmartSimple using the same credentials as were used to log in to create the original grant application. **Please do not create a new account.** Once logged in, the system will guide you through the four tabs that must be completed prior to submitting the final report. Please read the accompanying instructions or utilize the tooltips next to each question (indicated by a “?”) to determine what each question is asking. Like the application, navigate the final report by clicking the tabs on the main page. At the bottom of each page is a “Save Draft” button “. Be sure to save your work often to avoid any loss of information. You’ll need to complete all four tabs before submitting the final report.

## How to access/begin your final report

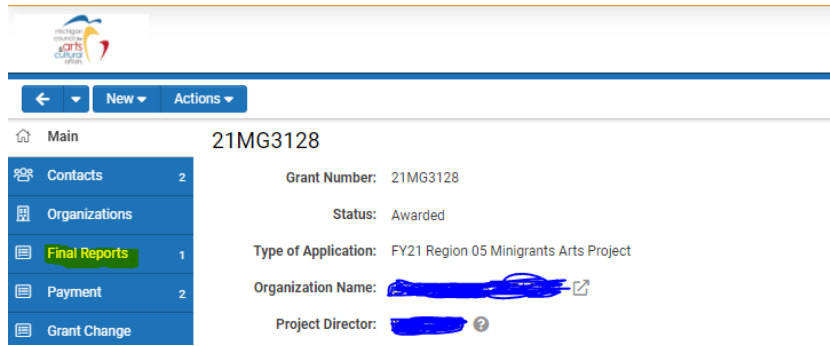
- 1) On the SmartSimple homepage select “Applications and Grants” in the upper right corner



- 2) Click on the “Awarded” tab then select “Open” on the right side of the grant award



- 3) Click on “Final Reports” on the left side menu



4) Click on the grant award to open the final report

21MG3128

#	Grant Number	Organization Name	Type	Status	Application Type	Due Date
1	21MG3128	CITY OF MOUNT PLEASANT	Final Report	Draft	Minigrants Arts Project	07/05/2021

## What is required in each section of the final report

Please be sure that all sections of the final report are completed before submitting. Below, are the steps to completing your final report.

### “GENERAL” Tab:

Information in this section will be auto-filled from your original application. Review the information to ensure that it is still correct. If any of this info is incorrect, please fill out a *Change of Grant* form and send it to MCACA so contact data can be updated. You 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 your way through each question. Instructions are explained under each question. When you’ve completed each question, click “Save Draft” at the bottom of the screen and move on.

### “QUESTIONS & ATTACHMENTS” Tab:

Answer the questions in this section with as much details as possible. This is where you’ll tell us what you did for your project and how it went. Include links to images, videos etc to show us how your project went and how you gave MCACA credit for your project in the Supplemental Materials section. All documents attached should be in PDF format. When you’ve completed each question, click “Save Draft” at the bottom of the screen and move on.

“CERTIFICATION” Tab:

Once you have completed the final report you will need to send the Final Report Certification by clicking on “Send Certification”. A DocuSign email will be sent to the Project Director to complete. Once the Project Director completes the DocuSign then it will go to the Authorizing Official to complete the DocuSign.

## Final Report Submission

Final Reports must be submitted on-line no later than **5:00 p.m. EST July 31, 2021.**