

STATE OF MICHIGAN ARTS AND CULTURE COUNCIL CAPITAL IMPROVEMENT FINAL REPORT INSTRUCTIONS

The Capital Improvement Grant Agreement with MACC requires the final reporting of grant activities. Review the instructions below carefully regarding the specific grant reporting requirements. The grant 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 your grant agreement.

If the report is not completed and submitted by the due date, awardees will be asked to return funds. Also, until the report is received, future awards from the Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Capital Improvement Program Manager Jeff Garrett at 517.242.3678 or garrettj7@michigan.org.

Final Report Checklist

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

- SmartSimple login and password for the account.
(If not, please refer to link on SmartSimple login page: <https://macc.smartsimple.com>)
- proof of crediting MACC on awardee's website 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)

NOTE:

- 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 application.
- The successful submission of a report does not confirm the accuracy of the final 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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 will be ineligible to receive funds from MACC until all obligations are met.

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 new account(s).

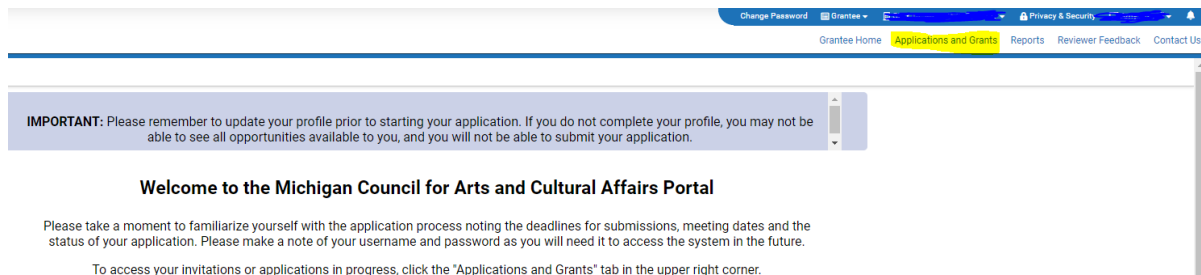
Once logged in, the system will guide grantee through the five tabs that must be completed prior to submitting the final report. These tabs include GENERAL, REPORT DETAILS, FINANCIAL, QUESTIONS & ATTACHMENTS, and CERTIFICATION.

Please read the accompanying instructions or utilize the tooltips next to each question (indicated with “?”) 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 work often to avoid any loss of information. Grantee must complete all five tabs before submitting the Final Report.

How To Access/Begin A Final Report:

- 1) Login to SmartSimple, then select “Applications and Grants” near the top of webpage.



- 2) Click on “AWARDED” tab, then select blue “Open” button the grant line.

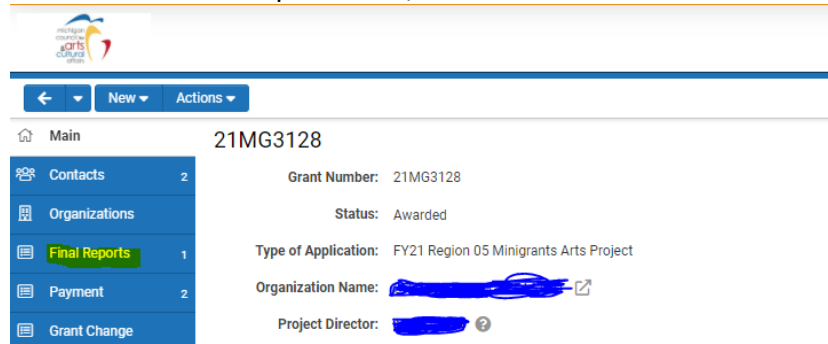
My Applications

Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

IN PROGRESS (0) SUBMITTED (0) **AWARDED (2)** NOT AWARDED (0) CLOSED (0) ACKNOWLEDGEMENTS (2)

#	Organization Name	Grant Number	Project Name	Application Type	Amount Requested	Amount Awarded	Status	
1	[REDACTED]	21OS2121		Operational Support	\$25,000	\$12,500	Awarded	Open
2	[REDACTED]	21MG3128	Paint the Pavement (formerly Intersection)	Minigrants Arts Project	\$3,000	\$1,750	Awarded	Open

3) Hover and click on “Final Reports” tab, left side menu



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

A screenshot of a table with the following data:

#	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?

Be sure that all sections of the Final Report are completed before submitting. Below, are the steps to completing a Final Report.

GENERAL tab:

Information in this section will be auto-filled from the 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 MACC to update data. 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. Click “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:

- 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)
- 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 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. 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.

SUBMIT

Once the Final Report is complete and saved, click "Submit." After clicking "Submit," the Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email.

The final report is not complete until the Final Report Certification has been **signed and uploaded by both individuals**.

The Project Director will receive an email from SmartSimple as confirmation of the submission. Be sure to check junk/spam folder, because the confirmation email often lands there.

The successful submission of your report does not confirm the accuracy of the final 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.