

# STATE OF MICHIGAN ARTS AND CULTURE COUNCIL SERVICES TO THE FIELD FINAL REPORT INSTRUCTIONS

The Services to the Field Grant Agreement with the Council requires the final reporting of grant activities. Review these instructions 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 received and approved. The content of the grant report should reflect all programmatic activities that occurred during the grant cycle and a financial statement reflecting the grant, matching funds and corresponding expenses, in accordance with your grant agreement.

## 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 and 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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 additional account(s).

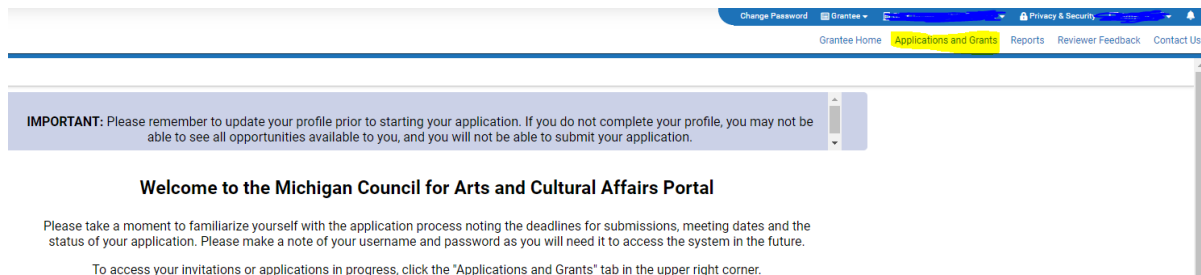
Once logged in, the system will guide grantee through the five tabs that must be completed prior to submitting the final report. These tabs include GENERAL, REPORT DETAILS, FINANCIAL, QUESTIONS & ATTACHMENTS, and CERTIFICATION.

Please read the accompanying instructions or utilize the tooltips next to each question (indicated with “?”) to determine what each question is asking.

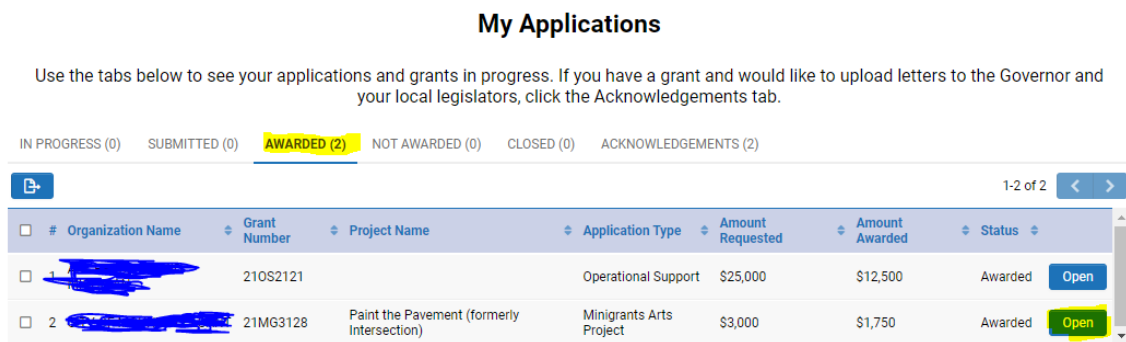
Like the application, navigate the Final Report by clicking the tabs on the main page. At the bottom of each page is a “Save Draft” button. Be sure to save work often to avoid any loss of information. Grantee must complete all five tabs before submitting the Final Report.

## How To Access/Begin A Final Report:

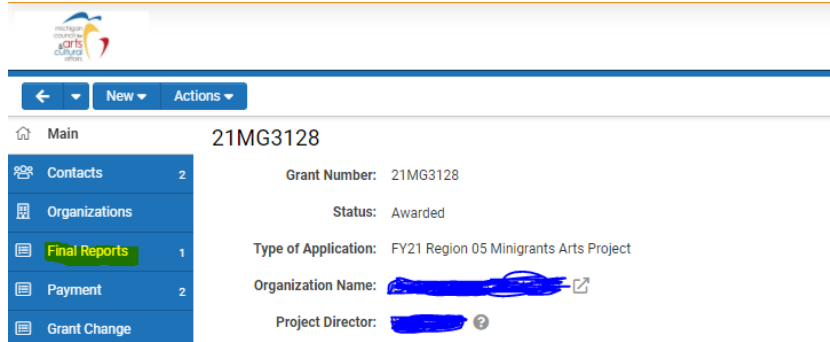
- 1) Login to SmartSimple, then select “Applications and Grants” near the top of webpage.



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



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



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

#	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.

**ONLY** provide revenues and allowable expenses directly related to the MACC grant award.

A budget must:

- total of MACC Share column must equal grant award amount
- total expenses must be equal or greater than the award amount
- balance, meaning total revenues must be equal to total expenses

Grantees must enter the exact grant award amount when completing this page. This grant award amount is in SmartSimple, as well as the signed Grant Agreement. **The itemization does not need to show a 1:1 cash and/or in-kind match** to the grant award, unless applicant is regranteeing funds or receives federal funds as part of the award. Be sure to round figures to nearest whole dollar. The report should be balanced (revenues equals expenses) and should only reflect the grant award and the corresponding matching dollars. According to the Grant Agreement, MACC must receive proof of the entire amount of matching funds.

PLEASE NOTE: The financial form has a column in Expenses, "MACC Share." Figures entered in this column **should not be in addition to** the cash expense column, but rather a subset of the Cash expense column. The actual cost of a line item is entered into the Cash column, and whatever portion (if any) of that line item is MACC dollars is entered into the MACC Share column.

For example, a grantee paid the Asst. Director \$2,000 to oversee a project or services. The grantee used \$1,500 of MACC dollars toward the Asst. Dir. expense line item. Grantee would enter the following in Employee Cost expenses:

Cash column, \$2,000

MACC Share column, \$1,500

**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 Wheeler: 517.881.7272; [wheatera@michigan.org](mailto:wheatera@michigan.org)

Ashley Minarik: 517-599-1381; [minarika2@michigan.org](mailto: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.