



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 you start completing the required report in SmartSimple:

- Do you have the **SmartSimple** login and password for the account?
- Do you know the grant award amount?
- Have you credited MCACA/NEA on the website?
- Do you have documentation showing MCACA/NEA acknowledgment?
- Have you read these instructions thoroughly?

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 Council staff at 517.241.4011.

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WARNING:

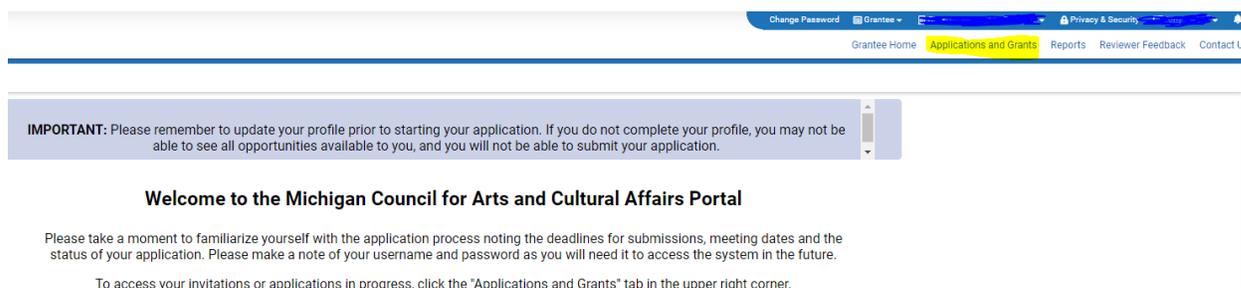
- It is strongly recommended that you begin your online final report before the due date to handle any unforeseen technical problems that may prevent a timely submission.
- The successful submission of your report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.
- As a rule there are NO extensions given for Services to the Field final reports. Contact your coordinator if you have questions.
- Reports submitted more than three weeks late may result in the grant award being rescinded.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 the Council 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 a new account.** Once logged in, the system will guide you through the five 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 (which include: “General”, “Report Details”, “Financials”, “Questions & Attachments”, and “Certification”). 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 five 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

My Applications

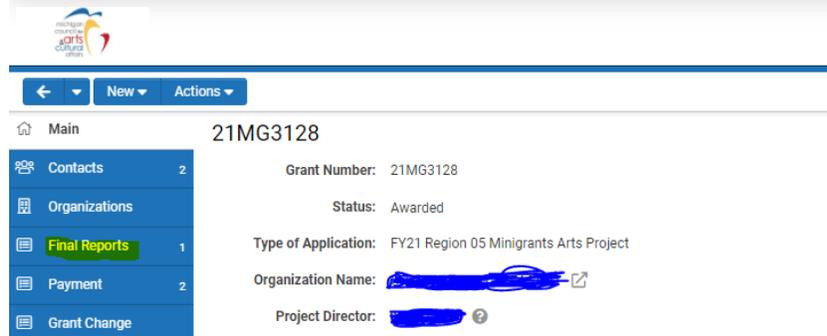
Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

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

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<input type="checkbox"/>	#	Organization Name	Grant Number	Project Name	Application Type	Amount Requested	Amount Awarded	Status	
<input type="checkbox"/>	1	[REDACTED]	210S2121		Operational Support	\$25,000	\$12,500	Awarded	Open
<input type="checkbox"/>	2	[REDACTED]	21MG3128	Paint the Pavement (formerly Intersection)	Minigrants Arts Project	\$3,000	\$1,750	Awarded	Open

3) Click on "Final Reports" on the left side menu



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

21MG3128

FINAL REPORTS - DEFAULT

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

What is required in 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.

"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. You can use the budget from your original application as a guide. When you've completed the budget information, click

“Save” and then click “Close” at the bottom of the screen and move on.

Please provide **ONLY** the revenues and allowable expenses directly related to your Council grant award.

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 financial report is required to reflect a 1:1 cash match to your grant award (round figures to whole dollars). The report should be balanced (revenues equals expenses) and should only reflect the grant award and the corresponding matching dollars. According to your grant agreement, the Council must receive proof of the entire amount of matching funds. Budget definitions are available at the end of this document.

PLEASE NOTE: The financial form has a column in Expenses, “MCACA Dollars.” Indicate where the Council 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. The financial form column titled “Cash Expenses” should include TOTAL cash expenses.

If you need assistance completing your financial statements, please call or email Adam Wheater: wheatera@michigan.org, or Ashley Minarik: 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.

Budget Definitions

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 a 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.