



# Emergency Relief Funds Final Report

The Emergency Relief Funds Agreement with MCACA requires the final reporting of grant activities. Please complete this form for grant agreement monitoring, project evaluation and research. The content of the grant report should only reflect the activities and expenses in accordance with your grant agreement, during June 1, 2020 and September 30, 2020.

This report must be completed and submitted no later than, October 30, 2020, or you may 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 Alison Watson, [watsona11@michigan.org](mailto:watsona11@michigan.org) or Adam Wheater, [wheatera@michigan.org](mailto:wheatera@michigan.org)

Please submit this form to [mcaca@michigan.org](mailto:mcaca@michigan.org).

Organization Name:

Physical Address:

DUNS:

FEIN:

Grant Amount:

Project Director:

Email:

Phone:

Authorizing Official:

Email:

Phone:

Project Description: In the space below, discuss the positions and/or facility costs this grant was able to support during June 1, 2020 – September 30, 2020. Be sure to describe the significance this had on the core work of your organization.

**BUDGET FORM**

Show how you spent the awarded Emergency Relief funds. The itemization should reflect only the costs that were incurred during June 1, through September 30, 2020. No match is required.

Your itemization is limited to:

A. Salary Support: Include salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in Section B.)

B. Fees for Artists/Contractual Personnel: Include consultant, artist fees and contractual services. List each position separately. Do not combine positions or use salary ranges.

C. Facility Costs: Include items such as mortgage, rental of space or equipment, and utilities. Provide details of what is included in each line item. The purchase of new equipment is not an allowable expense.

A. Salary Support - list employee job position(s):	Actual Cash Expense
Total:	

B. Fees for Artists/Contractual Personnel - list fees for artists and contractual personnel:	Actual Cash Expense
Total:	

C. Facility Cost – list rent and utilities:	Actual Cash Expense
Total:	

Total Expenses: \_\_\_\_\_



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(517)241-4011

## Final Report Certification

Final reports will not be approved without the following signatures. If you are unable to provide an official electronic signature then you must sign, scan and email as part of your final report. It is strongly encouraged that the document is a pdf.

***By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate. The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal/State award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.***

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Project Director (print)

Project Director (signature)

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\*Authorizing Official (print)

\*Authorizing Official (signature)

\* This signature cannot be the same as that of the Project Director. It must be the signature of another person who shares responsibility for the completion of the project and the accuracy of the information contained in this report.