Operational Support Final Report Instructions

The Operational Support (OS) Grant Agreement with MACC 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.

If the report is not completed and submitted by the due date (indicated in your SmartSimple grant record), you may be asked to return funds. Also, until the report is received, future awards by the MACC will not be processed.

Operational Support 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 (refer to contract)?
- ⭕ Have you credited MACC/NEA on your website?
- ⭕ Do you have documentation showing MACC/NEA acknowledgment?
- ⭕ Have there been changes with Project Director or Authoring Official currently listed? (if so, you will need to "Apply for Grant Change" in SmartSimple by logging in, select "Applications and Grants" and scroll down to grant to be revised)

Questions about the Operational Support Final Report?

- *For assistance completing financials/budget/approved expenses:*
  - *Adam Wheater (Finance & Compliance) : wheatera@michigan.org or 517.881.7272*
  - *Ashley Minarik (Finance & Compliance), minarika2@michigan.org or 517-599-1381*
- *For all other inquiries:*
  - *Alex Flannery (Operational Support Program Manager), flannerya1@michigan.org or 517-331-5925.*

Deadline: Please refer to your Final Report in SmartSimple for your specific deadline.

Operational Support Final Reports are typically due on October 30 of each year (1 month after grant period ends).

NOTE:

- It is strongly recommended that you begin the online final report before the due date to handle any unforeseen technical problems that may prevent a timely submission.
- The successful submission of the report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.
- Extensions are not given for OS Final Reports. Contact Program Manager Alex Flannery (first page for contact info) if you have questions or concerns.
- Reports submitted late may result in the grant award being rescinded. In addition, grantee will be ineligible to receive funds from MACC until all obligations are met.

Final Report Overview:

To begin and complete final report, the grantee must log into SmartSimple using the same credentials that were used to login to create the grant application. **Please, do not create a new account**. Once logged in, the system will guide you through five tabs that must be completed prior to submitting the final report. Review the accompanying instructions and utilize tooltips next to each question (indicated by a "?") to assist in completing the final report. Similar to application, navigate the report by clicking the tabs (GENERAL/REPORT DETAILS/FINANCIALS/QUESTIONS & ATTACHMENTS/CERTIFICATION). Be sure to save often by selecting the "Save Draft" button at the bottom of each page to prevent loss of information.

How To Access/Begin A Final Report:

1. Log into SmartSimple and select "Applications and Grants" in upper right corner
2. Click on the "AWARDED (x)" link in the My Applications section
   Note: you can Apply for Grant Changes by scrolling down to Grant Changes section
3. Select the "Open" button/tab next to the grant you are going to submit final report
4. Click "Final Reports" tab inside dark blue column on left side of screen
5. Click on the grant to open Final Report page
6. Now, you may begin navigating through the tabs/links: GENERAL, REPORT DETAILS, FINANCIALS, ARP FUNDING, QUESTIONS & ATTACHMENTS, and CERTIFICATION to complete the report

Tab Requirements:

GENERAL:
This section is auto filled from the application. Review the information to ensure that it is current. If correct, click "Save Draft" and/or "NEXT" at the bottom of the screen to move on. If any information is incorrect, please Apply for Grant Change (go back to Applications and Grants, and scroll down to Grant Changes). You cannot submit final report until information is correct, but you may continue working on the report while the Grant Change is being processed. Click "Next" at bottom to move on.

REPORT DETAILS:

- Review the auto-filled information under "Project" to be sure the project description is correct.
- Enter "Participation Summary" data representing the actual numbers for the entire grant period, as stated on grant agreement. Do not round numbers (i.e. if an answer is 1,293 audience members, enter 1,293 not 1,300.
- Work your way down/through each data requirement and note instructions explaining entries.
- At bottom, be sure to indicate "Contract Status".
  - Most selections will be "Contract Complete: Met required grant match."
  - If you will select a different option, such as "Did not meet match" or "Grant Funds are being returned", please contact Adam or Ashley (contact info on first page)
- To move on, click "Save Draft" and then "NEXT" at the bottom of the screen.

FINANCIALS:

At the top of this tab, take note of the "Council Award" line with your grant award amount. This is your total grant award **including any American Rescue Plan (ARP) funding you may have received in 2022.**

Operational Support grants only need to reflect the grant award and the corresponding matching dollars. ***You will not show matching dollars for the American Rescue Plan (ARP) funds in this step (you will report on ARP funding in the next tab)*.**

The matching amount will be the council award (at top) minus the ARP amount. The ARP amount can be found in the grant agreement section three, in the fourth paragraph.

For example:

- Your grant award shown at top of Financials tab is $13,437. Your grant contract states your ARP amount is $2,437.
- $13,437 - $2,437 = $11,000. This is the amount of your original award that you need to match. (You do not need to match ARP funding, which is why we are subtracting it for this step).
- Your original award is $11,000 and your cash match will be $11,000 (this reflects a 1:1 match).
- This means you need to report on $22,000 of approved Operational Support expenses in the Financials tab.

Scroll down to the "Revenue and Expense Report" section and click on the blue "Open" button. A budget form opens in a new window. Only provide allowable expenses (see next page) and revenues directly related to the MACC grant award. Meaning, restrict total revenue/expenses to the 1:1 MACC award amount and organization's match (not entire organizational budget). Please see example above.

Please keep line-item expenses to a minimum. Make sure total project revenue and total project expenses are the same/balance. The "Cash" column should reflect the total expenses (original award + your 1:1 cash match). The "MACC Share" column total should be the same as the grant award amount and should detail exactly what MACC's funding was spent on. When you have completed the budget information, click "Save" first, and then click "Close" at the bottom of budget window. To move on, click "Save Draft" and then "NEXT" at the bottom of the screen.

For assistance completing financials/budget/approved expenses

- *Adam Wheater (Finance & Compliance) : wheatera@michigan.org or 517.881.7272*
- *Ashley Minarik (Finance & Compliance), minarika2@michigan.org or 517-599-1381*

As a reminder, Operational Support funding may ONLY be used for the following expenses:

- ✕ *Salaries, wages, honoraria, artist fees, internships, artist residencies*
- ✕ *Marketing expenses*
- ✕ *Supplies, including performance or other production costs*
- ✕ *Administrative fees*
- ✕ *Equipment and/or Space rental*
- ✕ *Technology costs, excluding the purchase of equipment*
- ✕ *Facility maintenance, excluding permanent structural/permanent capital improvements*
- ✕ *Costs related to market research, visitor studies, strategic planning*
- ✕ *Recording costs*

Further, the following expenses are INELIGIBLE for MACC funding and should NOT be included in the budget itemization. Those items are:

- ✕ *Costs associated with the start-up of a new organization*
- ✕ *Costs incurred prior to the grant starting date*
- ✕ *Indirect costs for the handling/management of grant funds and fundraising*
- ✕ *Purchase awards, cash prizes, scholarships, contributions, or donations*
- ✕ *Entertainment or reception functions, including fundraising events*
- ✕ *Payments to endowments*
- ✕ *Existing deficits, licensing fees, fines, contingencies, penalties, interest, or litigation costs*
- ✕ *Publications, records, films of a commercial nature (such as, works of questionable artistic value produced to realize quick market profit)*
- ✕ *Creation of textbook/classroom materials*
- ✕ *College or university faculty exhibitions and/or performances*
- ✕ *Internal programs at colleges or universities*
- ✕ *Commissioning of faculty by colleges or universities*
- ✕ *Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree*
- ✕ *Capital improvements, new construction, renovation, or purchases of performant equipment items*

ARP Funding

Additional reporting is required by the National Endowment for the Arts (NEA) for the American Rescue Plan (ARP) federal funds distributed to Operational Support grantees in 2022. If you have any questions regarding the ARP funds in your grant please contact Adam, Ashley, or Alex (contact info on first page).

Only the following expenses are eligible for ARP funds:
- Salary support, full or partial, for one or more staff positions
- Fees and stipends for artists and/or contractual personnel to support services they provide for specific activities
- Facilities costs such as rent and utilities
- Cost associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.)
- Marketing and promotion costs

Please report on two items:
- **ARP Amount:** Enter the total amount of the American Rescue Plan (ARP). The ARP amount can be found in the grant agreement under section three, paragraph four. It is also the same number you subtracted from your "Council Award" in the previous "Financials" tab.
- **ARP Funding Description:** Provide a short paragraph describing how the American Rescue Plans (ARP) funds were spent. Please see above for a list of allowable expenses for ARP funds and use that in your answer. You may choose to allocate your ARP funding to one expense if possible, or multiple expenses.
  - **Example 1**: XYZ organization used American Rescue Plan funds on our general operations to partially pay our Executive Director's salary. The funding helped our organization fulfill our mission and deliver programs/services to our communities in the following Michigan counties: A, B, C.
  - **Example 2:** XYZ organization used American Rescue Plan funds on our general operations including partial salaries for three employees (list job titles), marketing/promotional support (include a couple examples), and production supplies (include a couple examples). The funding helped our organization fulfill our mission and deliver programs/services to our communities in the following Michigan counties: A, B, C.

QUESTIONS & ATTACHMENTS:

Four Questions – Answer this section with as much detail as possible. This is where you tell MACC about the organization's activities during the grant period, as well as your thoughts on successes and areas for improvement. Each text box consists of 2,500 characters (approx. one page of single-spaced text).

- **Project Summary:** Provide a summary of the programs/services offered during the grant cycle. Did the programming provide opportunities for people to experience or be inspired by the creative expression of others?
- **Project Implementation:** Describe your organization's efforts to reach broader community and/or specifically, targeted audiences with programs, including efforts to increase accessibility.
- **Project Success:** Explain if the programming was a success – provide examples of how you measured the success.
- **Project Challenge:** What was the biggest obstacle or what would you have changed to ensure the programming ran smoothly?

Attachments – Create PDF documents to include examples of MACC and NEA logos and acknowledgments on organizational literature, website, mailers, reports, etc.
In addition, you may create PDF documents with links to images, videos etc. Be sure to include descriptive titles for images and links. to show MACC how your project went and how you gave MACC credit for your project. All documents attached should be in PDF format. When completed, click "Save Draft" and/or "NEXT" at the bottom of the screen to move on.

CERTIFICATION:
When the report is completed <u>and</u> saved, click "Submit." A Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email (in that order). 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 mcaca@michigan.org as confirmation of the submission.

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