



# FINAL REPORT INSTRUCTIONS

## FY20 Regional Regranting Program

### Introduction

The Regional Regranting Grant Agreement with the Michigan Council for Arts and Cultural Affairs (MCACA) 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

- Do you have the eGrant login and password for the account?
  - If not, please contact MCACA.
- Do you know the grant award amount?
  - It is stated on the signed contract agreement.
- Have you credited/acknowledged MCACA/NEA for the grant on the website, print, etc?
  - Be sure to include these as examples in the Final Report Attachments section.
- Have all minigrant recipients submitted a Final Report and been approved?
- Have you completed a Minigrant Data Report document and tallied Summary information?
  - Please complete document prior to beginning your Final Report.
- Have you read these instructions thoroughly?
  - Please pay close attention to instructions regarding the narrative, budget, and the eGrant FR Summary Information section.

If the Final Report is not completed and submitted by the due date, the grant recipient will forfeit any remaining funds and may be asked to return any funds previously issued.

In addition, future awards by the MCACA will not be processed until the report is received and approved. If you have questions, please contact MCACA at 517.241.4011.

**A few IMPORTANT things to be mindful of:**

- It is strongly recommended that you begin the online Final Report before the due date.
  - This will give you time to deal with any unforeseen developments that may prevent a timely submission.
- The successful submission of your report does not confirm the accuracy of the final report, materials uploaded, or approval.
- As a policy, there are NO Final Report extensions for the Regional Regranting Program.
  - Please contact your program manager if you have questions.
- Reports submitted more than three weeks late may result in the grant award being rescinded, with the grantee becoming ineligible to receive funds from MCACA until all obligations are met.

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## Final Report Overview

In order to complete the Final Report, the grantee must log in to eGrant using the same credentials that were used to log in and create the original grant application. **Please, do not create additional eGrant accounts or logins.** Upon login, the Final Report will be visible in the “Drafts” section of the eGrant system. Check the box next to the Final Report you are going to work on and submit. Then, click the “Edit” icon (pencil) near the top of the page to begin the Final Report process.

The eGrant system will guide you through six (6) pages of data collection prior to the “Submit” page of the Final Report. Similar to the application, navigate between the pages by clicking the “Previous” and “Next” tabs located at the top and bottom of the pages. The page you are working on will be highlighted in yellow inside the left sidebar.

Be sure to click “Save” often, in order to prevent loss of information.

## Completing your Final Report (FR)

Please read the following sections carefully. These instructions are designed to assist with the successful completion of the Final Report.

### GRANTEE INFORMATION

**FR Applicant Information** – The information on this page will autofill from the original grant application. This page allows corrections/revisions. Be sure to verify the information on this page for accuracy.

**Please note**, if you are changing the “Authorizing Official” or “Project Director” from the original grant agreement you must submit a “Grant Change Form” for approval. Please contact MCACA staff for more information.

### PROJECT INFORMATION

**FR Project Information** – The information on this page will autofill from the original grant application. This page allows corrections/revisions. Be sure to verify the information on this page for accuracy.

The “Grant award” amount needs to be entered in the corresponding box. If you are unsure of your grant award, refer to the signed grant agreement. This box refers to the amount the org was awarded and not what the org granted out (or distributed to awardees).

### SUMMARY INFORMATION

**FR Summary Information** – In the Project Participation Summary section enter information that represents the **ACTUAL numbers from the Minigrant Data Report, numbers submitted to you by MINIGRANT AWARDEES** for the following entries:

**Total number of Michigan artists directly involved:**

Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Enter the total number of Michigan artists from your Minigrant Data Report.

**Total paid to Michigan artists:**

Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award. Enter the total sum paid to Michigan artists from your Minigrant Data Report.

**Total number of artists directly involved:**

Enter the total number of artists directly involved in providing artistic services specifically identified with the award (this total must include the total of Michigan artists as well). Enter the total number of artists from your Minigrant Data Report.

**Total paid to artists:**

Enter the total amount paid to artists directly involved in providing artistic services specifically identified with the award (this total must include the sum paid to Michigan artists). Enter the total sum from your Minigrant Data Report.

As a reminder, the total number of Michigan artists participating as well as total paid to Michigan artists can be equal to or less than total number of artists participating/total paid to artists, but it cannot be greater than.

**Adults engaged:**

Enter the number of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Enter the total number of adults engaged from your Minigrant Data Report.

**Children/Youth (under 18) engaged:**

Enter the number of children/youth who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Enter the total number of youth engaged from your Minigrant Data Report.

Please enter numbers that reflect **YOUR ORGANIZATION** for the two entries below:

**Total number of new hires:** Enter number of new hires for your organization.

**Total number of employees:** Enter the number of full-time employees for your organization.

**Populations Benefited by Race:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly benefitted for **YOUR ORGANIZATION**, rather than through broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

**Populations Benefited by Age:**

Select all categories that made up 25% or more of the population that directly benefited for **YOUR ORGANIZATION**, excluding broadcasts or online programming.

DO NOT SELECT ALL OPTIONS.

**Populations Benefited by Distinct Groups:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly benefitted for **YOUR ORGANIZATION**, rather than through broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

**Contract Status:** Select option that best describes the current status.

**Note, if you are returning funds to MCACA, please notify the Council as soon as possible.**

## MCACA Regional Regranting Agency section

In the Regional Regrants section, enter information that represents the **ACTUAL numbers from your activities as a Regional Regranting Agency.**

Please list counties in alphabetical order.

## Budget

**FR Budget** – You must provide a financial report (summary and itemization) that **ONLY** reflects the revenues and allowable expenses directly related to your MCACA 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 and/or in-kind match to your grant award (round figures to whole dollars).

According to your grant agreement, the Council must receive proof of the entire amount of matching funds. Therefore, an itemization, including revenues and expenditures, is required and must be uploaded. An itemization template to assist you with completing this section correctly is available within eGrant.

As a Regional Regrantor, this budget summary and itemization should reflect **YOUR** Services grant agreement. The amount that the org was awarded for services and match. Regranting dollars awarded out will be reflected on the attachment, Minigrant Data Report.

**PLEASE NOTE:** The budget form and sample itemization (pages 10-11) has an additional column in Expenses section, “MCACA share.” Grantees indicate where the MCACA grant funds were spent in this column. The figures in this column should not be in-addition to the cash expense column, but rather a subset of the cash expense column.

If you need assistance completing your financial statements, please contact Financial Analyst, Adam Wheeler, 517.241.0911 or [wheatera@michigan.org](mailto:wheatera@michigan.org)

### As a reminder, funding may **ONLY** be used for:

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

**FURTHER**, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the itemized budget with your Final Report.**

**Those items not to be included 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.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or 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.
- 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 permanent equipment items.
- Out-of-country travel
- Out-of-state travel, except for POD expense

## Required Attachments

**FR Required Attachments** – All attachments **must** be in a pdf format. In this section, you will upload documentation that supports the successful completion of the grant. In addition, download, complete and submit the final report “Certification form” in this section. There are several project-specific narrative questions (below) that you must answer and attach as a final “Final Report Narrative.”

**ALL GRANTEES ARE REQUIRED** to provide documentation that includes examples of how MCACA was acknowledged/credited for supporting the Regional Regranting Program grant the organization was awarded funding. There are nine (9) attachment fields to provide required and relevant material that supports the project you were awarded funding from MCACA.

**First**, compose a **Final Report Narrative** summarizing the results of this project, addressing the three (3) items listed below. The narrative should be no longer than three (3) pages in length and uploaded as a pdf file entitled “Final Report Narrative-YourOrganizationName” (example: FinalReportNarrative-Quincyouththeater).

*Narrative Summary:* Provide a narrative summary of the project and its outcomes including how you administered the grant program; regional involvement in your program; types of workshops/individual assistance you provided; how you monitored grantees and their activities.

In short, what did you do with regard to Regional Regranting, how well was it done, and how are others benefitting as a result of your regranting efforts.

*Promotion:* Describe the success of Services related to the promotion and marketing materials including outreach to organization and artists, contact with your elected officials and use of social media tools (website, Facebook, Twitter, etc.). Provide links as appropriate.

*Acknowledgements:* Describe and provide examples of how you acknowledged MCACA in your materials including the use of the logos on your website. Provide links as appropriate.

**Second**, complete and attach the **Final Report Certification** form:

1. Click the “[Click here to download the Certification form](#)” link on the eGrant FR Required Attachments page
2. Save the document to your desktop
3. Open doc on desktop and enter information/digital signature
4. “Save as” and name this file “CertificationForm-OrganizationName” (example: CertificationForm-Quincyouththeater).
5. Click “Choose File” box next to Final Report Certification and attach

PLEASE NOTE, if you are unable to provide an official electronic signature then you must print, sign, scan and upload the signed document as an attachment to your report. The document must be saved/attached as a pdf. If you are unable to scan and upload this form, please mail it in.

## Supplemental Materials

**Finally**, there are seven (7) additional fields to attach pdf documents, including the Minigrant Report. In many cases, images of a project may be appropriate. In addition, all grants require event documentation to include examples of how the “Michigan Council for Arts and Cultural Affairs” were credited for supporting the program, including but not limited to brochures, posters, postcards, newsletters, advertisements, social media, website, relevant links, etc...

## Minigrant Data Report

As a Regional Regrantor you are also required to submit documentation regarding each of the grants that were funded. A Minigrant Data Report form will be emailed to each Regrantor.

Remember, all of the funded Minigrants from you region will have to have been completed and approved before completing Minigrant Data Report. This includes, narratives, appropriate MCACA and Regional Regrantor acknowledgments, and budgets.

\*You will need to have total Summary numbers from grantees' # of MI Artists, MI Artist fees, # Artists, Artists Fee, Adults Engaged, and Youth Engaged in order to complete the Final Report.

## Final Report Submission

**Submit** – this eGrant page will highlight incomplete fields/pages with a “Go There” link option. When all fields are complete, the system will allow the grantee to “Submit” a Final Report. Upon submitting a report, an e-mail confirmation will be sent to the Project Contact person.

The email does not confirm materials/information are correct, nor does it confirm final payment.

Please contact the MCACA Regional Regranting Program Officer with any questions.

Jeff Garrett, Program Manager

[garrettj7@michigan.org](mailto:garrettj7@michigan.org)

517.242.6578





Michigan Council for Arts and Cultural Affairs  
300 North Washington Square Lansing, Michigan 48913  
[www.michiganbusiness.org/arts](http://www.michiganbusiness.org/arts)  
(517)241-4011

## Final Report Certification

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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 upload this document as an attachment to 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.

**Revenue and Expense Itemization Template**

Income		Totals
<b>Revenue Earned</b>	<b>Cash</b>	
Ticket sales/Admissions		
Tuition		
Contracted Services		
<b>Total Earned Revenue</b>		<b>\$ 0</b>
<b>Revenue - Unearned</b>		
<b>Corporate, Foundation, Private Support</b>		
Corporate Support		
Feldspar Credit Union	300	
Cornwall Stone Bank	500	
Foundation Support		
Gillespie Borate Fndn	550	
Spodumene Foundation	1,000	
Private Support/contributions		
Individual Contributions		\$ 2,350
<b>Other unearned revenue</b>		
Memberships		
Sales		
Rental income		
Applicant cash	1,150	
		\$ 1,150
<b>Total Unearned Revenue</b>		<b>\$ 3,500</b>
<b>InKind revenue</b>		
Itemized in expense column	\$ 7,000	
MCACA grant received to date		
MCACA grant due/request	9,500	
<b>Total Cash Revenue</b>		<b>\$ 13,000</b>
<b>Total Project Revenue</b>		<b>\$ 20,000</b>

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Expenses	Cash	In-Kind	MCACA share	Total
<b>Employee expenses</b>				
Minigrant Coordinator	8,000		6,000	
Administrative Assistant	3,000		1,500	
				\$ 11,000
<b>Non-employee costs</b>				
Reviewers, 5 @ 37 hrs x \$30h		5,550		
Reviewer Travel		450		
				\$ 0
<b>Additional project expenses</b>				
Workshop Space, 2@\$500 ea.		1,000		
<b>Other expenses</b>				
Promotional Material	500		500	
Travel	500		500	
Supplies	175		175	
Postage	325		325	
Phone	500		500	
				\$ 2,000
	\$ 13,000	\$ 7,000	\$ 9,500	
<b>Total Expenses</b>				\$ 20,000

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

**NOTE:** The “MCACA share” column is a subset of the “Cash” column, and **not in-addition to**. For example, of the \$3,000 expenses for Admin Asst, \$1,500 of that was MCACA funds.