# FINAL REPORT INSTRUCTIONS
## FY20 Capital Improvement Program

## Introduction

The Grant Agreement with the Michigan Council for Arts and Cultural Affairs (MCACA) requires a final reporting of grant activities. Review the instructions below carefully regarding specific Final Report requirements. The final grant report is used by the Council for grant agreement monitoring, project evaluation, and research. Final payment will not be processed until the required grant report is officially received and approved. The content of the Final Report should reflect all programmatic and allowable financial activities of the funded project from beginning to end, in accordance with grant agreement.

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## Final Report Checklist

- Do you have the eGrant login and password for the account?
    - If not, please contact MCACA (do not create another eGrant login).
- Do you know the grant award amount?
    - It is stated on the signed contract agreement.
- Have you credited/acknowledged MCACA for the Capital project on the website, print, etc?
    - Be sure to include these as examples in the Final Report Attachments section.
- Do you have a breakdown of material costs vs. labor costs to complete the budget?
- Have you read these instructions thoroughly?
    - Please pay close attention to instructions regarding eGrant's FR Summary Information section, the Final Report narrative, and budget.

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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.

**<u>A few IMPORTANT things to be mindful of:</u>**

- It is strongly recommended that you begin the online Final Report <u>before</u> 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 <u>**NO Final Report extensions**</u> for the Capital Improvement Program.
  - Please contact the 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- Reports submitted more than three weeks late may result in the grant award being rescinded, with the grantee becoming ineligible to receive funds from MCACA until all obligations are met.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 five (5) 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 the grant award amount, refer to the signed grant agreement.

## SUMMARY INFORMATION

**FR Summary Information** – In this section, enter information that represents the **ACTUAL** numbers for the entire grant period as stated on your grant agreement for the Capital Improvement Project.

**Total number of Michigan artists directly involved:**
This number will be "0" for most Capital projects, unless artists were directly involved with the project. Enter the number of Michigan artists **directly** involved in providing artistic services specifically identified with the award.

**Total paid to Michigan artists:**
This amount will be "0" for most Capital projects, unless artists were employed to work on the project. Enter the amount to be paid to Michigan artists **directly** involved in providing artistic services specifically identified with the award.

**Total number of artists directly involved:**
This number will be "0" for most Capital projects, unless artists were directly involved with the project. 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).

**Total paid to artists:**
This amount will be "0" for most Capital projects, unless artists were employed to work on the project. Enter the total amount to be paid to artists **directly** involved in providing artistic services specifically identified with the award (this total must include the amount paid to Michigan artists).

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

**Adults engaged:**
Please enter the number of individuals (contract workers, organizational staff, etc…) that were underlineddirectly involved in the project (DO NOT INCLUDE individuals benefiting as a result of the complete project).

**Children/Youth (under 18) engaged:**
Please enter the number of individuals under the age of 18 (contract workers & organizational staff) that were underlineddirectly involved in the project (DO NOT INCLUDE youth benefiting as a result of the completed project).

**Capital Improvement Projects Worker Summary**
**Total number of contracted Michigan workers involved in project:** Enter the number of Michigan workers involved in the construction, expansion, installation, renovation, etc.

**Amount paid to contracted Michigan workers involved in project:** Enter the amount paid to Michigan workers involved in the construction, expansion, installation, renovation, etc.

**Total number of contracted workers involved in project:** Enter the total number of workers involved in the expansion, renovation or construction (this total number should include the Michigan workers)

**Amount paid to contracted workers involved in project:** Enter the total amount paid to workers involved in the expansion, renovation or construction (this total number should include the Michigan workers).

**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 involved with the Capital Improvement Project, rather than through broadcasts or online programming. DO NOT SELECT ALL BOXES.

**Populations Benefited by Age:**
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. DO NOT SELECT ALL BOXES.

**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 involved with the Capital Improvement Project, rather than through broadcasts or online programming. DO NOT SELECT ALL BOXES.

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

List the county where project was funded – enter all that apply.

# Budget
**FR Budget** - Grantees must provide a financial report (summary and itemization) that **ONLY** reflects the revenues and allowable expenses directly related to your MCACA grant award project. You will need to know your exact grant award amount when completing this page. You can find this amount on the 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).

Please note, **in-kind labor is not an appropriate match/expense** for MCACA funds. Only newly manufactured products/materials can be applied as cash match. Grantees must attach proof in the form of a receipt or letter from manufacturer indicating cash value.

The report **must itemize materials and labor costs separately** in the expenses section.
**Employee expenses** – organizational or staff labor
**Non-Employee costs** – contract labor, construction workers, etc…
**Capital Expenses** – materials and equipment

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 entered into eGrant. The eGrant BUDGET page is the budget. If there are additional revenue and expenses that do not fit on the template, please add a supplemental document in a pdf format at the bottom of the eGrant page.

**PLEASE NOTE:** The budget itemization page 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 Analysts, Adam Wheater, 517.241.0911, wheatera@michigan.org
or Ashley Minarik 517.355.1600 minaricka2@michigan.org

**MCACA funding may <u>ONLY</u> be used for:**
- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Purchase equipment directly related to the arts presenting/producing function of an organization
- Construction/project management costs ONLY, do not include programming in this grant

**MCACA funding may <u>NOT</u> be used for:**
- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Purchase of a building, land or vehicle
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Fundraising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are members of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. the cost of handling grants funds that charged against the grant funds)
- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- 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
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

# Required Attachments

**FR Required Attachments** – All attachments <u>**must**</u> 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 Capital Improvement Project 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 (narrative summary, promotion, acknowledgments). The narrative should be no longer than three (3) pages in length and uploaded as a pdf file entitled "Final Report Narrative-OrganizationName" (example: FinalReportNarrative-Quincyyouththeater).

> *Narrative Summary*:  Provide a narrative summary of the project and its outcomes. Describe how the project was implemented, as well as, the impact of the project. Feel free to highlight key points where applicable, such as, how project relates to your mission, staff and volunteer participation, increased accessibility, and/or energy efficiency improvements. In short, what was the completed project, how well was it done, and who/how are others benefitting as a result of the project.

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

> *Acknowledgements*:  Describe/provide examples of how you acknowledged MCACA for the supporting the Capital Improvement Project, 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 eGrant FR Required Attachments page (OR copy, print, complete, attach pg. 8 if unable to download)
2. Save the document to your desktop
3. Open doc FROM the desktop and enter information/digital signatures
4. "Save as" and name this file "CertificationForm-OrganizationName" (example: CertificationForm-Quincyyouththeater).
5. Click "Choose File" box next to Final Report Certification and attach

# Supplemental Materials

**FINALLY**, there are seven (7) additional fields to attach pdf documents. In many cases, images of a project may be appropriate. 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, ads, social media, website, etc…

# 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 Capital Improvement Program Officer with any questions.
Jackie Lillis-Warwick, Program Manager
lillis-warwickj@michigan.org
517.335.0676

**Michigan Council for Arts and Cultural Affairs**
300 North Washington Square Lansing, Michigan 48913
www.michiganbusiness.org/arts
(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 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.

# Budget Definitions

## GENERAL

**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**
The amount requested or amount awarded refers to amount in support of this activity.

## REVENUES

**Earned Revenue: Admissions**
Revenue derived from fees earned through the sales of services (other than this grant award). This includes sales of workshops, etc., to other community organizations, gov't contracts for specific services, performances or residence fees, tuition, etc., and foreign gov't support.

**Unearned Revenue Definitions:**
**Applicant Cash** – Funds from the applicant's resources allocated to the 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. Sources 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 a 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.

**Employees: 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 bro-chures, 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, theatre, hall, gallery and/or other spaces.