



# CAPITAL IMPROVEMENT FINAL REPORT INSTRUCTIONS

The Capital Improvement Grant Agreement with MCACA requires the final reporting of grant activities. Review the instructions below 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 officially received and approved. The content of the grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with your grant agreement.

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 from the Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Capital Improvement Program Manager Jeff Garrett at 517.242.3678 or [garrettj7@michigan.org](mailto:garrettj7@michigan.org).

## Final Report Checklist

Before you start completing the required report in SmartSimple:

- Do you have the SmartSimple login and password for the account?
- Have you credited MCACA on your website or accompanying project materials?
- Do you have the same Project Director and Authorizing Official that were listed on the original grant proposal? *(if not you'll need to submit a Change of Grant Form)*

### **NOTE:**

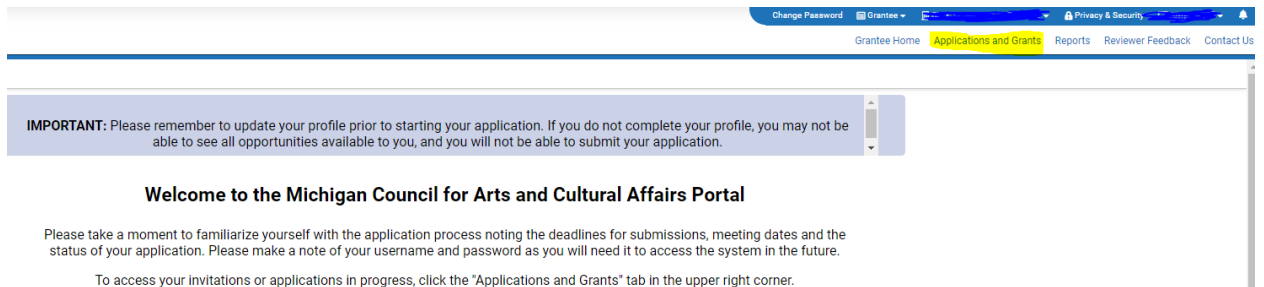
- It is strongly recommended that you begin your online final report before the due date to handle any unforeseen technical problems that may prevent a timely application.
- The successful submission of your report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.
- Reports submitted more than three weeks late may result in the grant award being rescinded.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 MCACA until all obligations are met.

# Final Report Overview

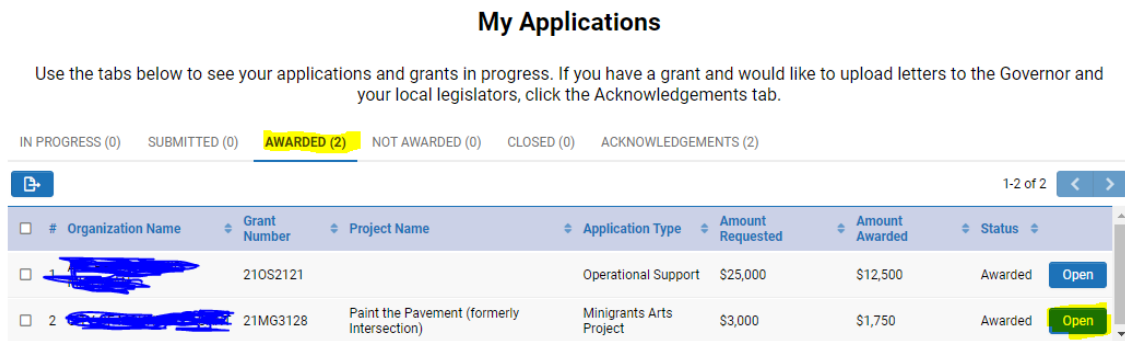
In order to complete the Final Report, the grantee must log into SmartSimple using the same credentials as were used to log in to create the original grant application. **Please do not create a new account.** Once logged in, the system will guide you through the five tabs that must be completed prior 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

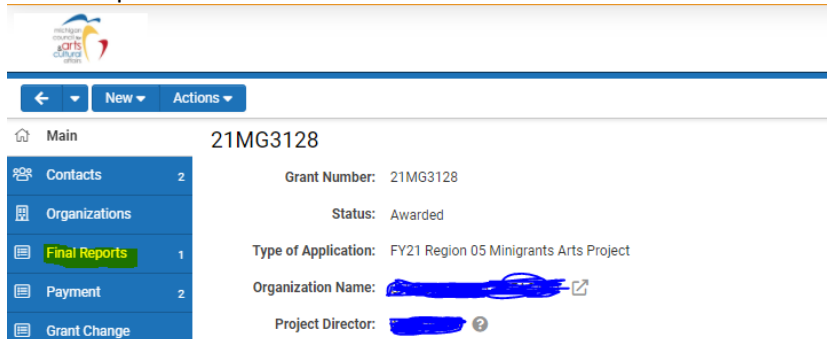
- 1) On the SmartSimple homepage select “Applications and Grants” in the upper right corner



- 2) Click on the “Awarded” tab then select “Open” on the right side of the grant award



- 3) Click on “Final Reports” on the left side menu



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

#	Grant Number	Organization Name	Type	Status	Application Type	Due Date
1	21MG3128	CITY OF MOUNT PLEASANT	Final Report	Draft	Minigrants Arts Project	07/05/2021

## What is required in each section of 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.

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

- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Construction and project management costs
- Purchase of equipment directly related to the arts presenting or producing function of an organization

**Further**, please be aware that there are certain expense items that are not appropriate for MCACA funding.

### **Those items are:**

- Feasibility studies
- Architectural drawings/fees, and design fees
- Mortgage payments
- Operational support
- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement
- 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
- Programming and other administrative costs
- 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. cost of handling grants funds, that is 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, 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

NOTE: Council funding may not be applied to these items NOR can they be included in the project budget as expense items or to meet matching requirements.

*If you need assistance completing your financial statements, please call or email Adam Wheeler: 517.881.7272; [wheatera@michigan.org](mailto:wheatera@michigan.org), or Ashley Minarik: 517-599-1381; [minarika2@michigan.org](mailto: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.

## SUBMIT

Once the final report is completed and saved, click "Submit". After clicking "Submit" the Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email. 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](mailto:mcaca@michigan.org) as confirmation of the submission.

The successful submission of your report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.