



FY21 Operational Support Final Report Instructions

The Operational Support (OS) Grant Agreement with 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.

If the report is not completed and submitted by the due date, you may be asked to return funds. Also, until the report is received, future awards by the State of Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Council staff at: 517.241.4011.

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?
- Have you credited MCACA/NEA on your website?
- Do you have documentation showing MCACA/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)

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 your coordinator if you have questions.
- Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, grantee will be ineligible to receive funds from MCACA 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, 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. You cannot submit final report until information is correct.

REPORT DETAILS:

Review the auto-filled information under "Project" to be sure the project description is correct. Then, enter "Participation Summary" data representing the actual numbers for the entire grant period, as stated on grant agreement. Work your way down/through and note instructions explaining entries. When completed, click "Save Draft" and/or "NEXT" at the bottom of the screen to move on.

FINANCIALS:

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 and revenues directly related to the MCACA grant award. Meaning, restrict total revenue/expenses to the 1:1 MCACA award amount and organization's match (not entire organizational budget). Please keep line-item expenses to a minimum. Make sure total project revenue and total project expenses are the same/balance. The MCACA Share total should be the same as the grant award amount. 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/or "NEXT" at the bottom of the screen.

For assistance completing financials, please call/email Adam Wheater: 517.241.0911; wheatera@michigan.org, or Ashley Minarik: 517-335-1600; minarika2@michigan.org.

As a reminder, Operational Support 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 certain expense items are not only inappropriate for MCACA funding and should 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.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest, or litigation costs.
- Publication, records, films of a commercial nature (such as, works of questionable artistic value produced to realize quick market profit).
- Creation of textbooks / 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 permanent equipment items.
- Out-of-state travel

QUESTIONS & ATTACHMENTS:

Questions – Answer this section with as much detail as possible. This is where you tell MCACA 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).

Attachments – Create PDF documents to include examples of MCACA 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 MCACA how your project went and how you gave MCACA 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 and saved, click “Submit.” A 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 as confirmation of the submission.