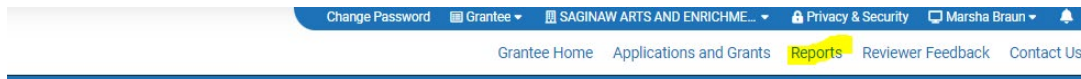


## Regional Services Final Report Instructions

1. Login to SmartSimple then on the Grantee Home page click on “Reports” in the upper right corner



2. Click on the final report you are working on under the “Due” tab

### My Reports

Your upcoming Interim and Final Reports will be listed in the Due tab. Submitted and Approved Reports will appear in the Submitted tab.

<b>DUE</b> SUBMITTED SENT BACK							
1-2 of 2							
<input type="checkbox"/>	#	Activity Type	Grant Number	Project Director	Organization	Due Date	Status
<input type="checkbox"/>	1	Final Report	22RR3841	Marsha Braun	SAGINAW ARTS AND ENRICHMENT COMMISSION	11/30/2022	Draft
<input type="checkbox"/>	2	Final Report	21RR1445	Marsha Braun	SAGINAW ARTS AND ENRICHMENT COMMISSION	11/30/2021	Draft

3. There are five tabs you will need to complete in the final report (General, Report Details, Financials, Questions & Attachments, and Certification).
4. The “General” tab is just the organization and Project Director’s information pulled from the grant record. You don’t have to enter anything in this tab.
5. The “Report Details” has three sections (Project, Participation Summary, and Regrantor Information).
  - a. Under Project again you don’t have to do anything this is just the project information pulled from the grant record.
  - b. Participation Summary is where you will enter the total amounts from each mini-grant. You will need to total up the four program summary sheets (Bus, Arts & Equipment Supplies, POD, and Arts Project grants).
    - i. To get to the summary sheets go to Step 9 (page 3)
  - c. Regrantor Information is information for the fiscal year of regrating.
  - d. Once all the information is entered be sure to click on “Save Draft”.
6. Financials section, click on the blue “Open” button then a new window will open where you can enter in the expenses and revenue. You are reporting on the services/administration part of the grant award plus your POD grant if you received one.

#### Council Award

\$83,100

#### Revenue and Expense Report

##### Revenue and Expense Report

Please use the blue “Open” button below to open the report tool, which will allow y

Regional Regranting grants need to reflect the POD grant (if applicable) and the co match). Then the total expenses will be at least \$1,875. The Revenue and Expense NASAA Creative Aging funds. These funds do not require a match .

Open

- a. In the new pop-up window, click on the “+” below the categories to enter your line items. Once all the line items are entered click “Save” then close out of that window. You will also want to click on “Save Draft” in the Financials tab of the final report.

## Expenses


### Employee Expenses

 For "Employee Expenses", include the total project costs for Administrative, Artistic, or Technical/Production employees. Anyone receiving a W-2.

Type	Cash	InKind	MCACA Share
	\$0.00	\$0.00	\$0.00



### Non Employee Costs

 For "Non Employee Costs", include artistic fees/services or any other project related non-employee fees or services. Anyone receiving a 1099.

Expense	Cash	InKind	MCACA Share
	\$0.00	\$0.00	\$0.00



7. Questions & Attachments, please answer all the questions. Remember each text box has a 2,500-character limit (a space is counted as a character). Under attachments, please upload program summary reports. Make sure to click “Save Draft” after completing the questions and uploading your attachments. All attachments need to be PDF documents.
8. Once you have completed all the tabs then you can click “Submit”. Once you click submit the Final Report Certification is sent to the Project Director via DocuSign. Once the PD completes the DocuSign email then then the Final Report Certification is sent to the Authorizing Official via DocuSign. After the AO completes the DocuSign email the Final Report Certification is automatically uploaded in SmartSimple then the final report is submitted.

9. Regrantor’s Minigrant Summary Report by Program

- a. In the Re-Grantor home page in SmartSimple, scroll down to “Program Manager”

#	Name	Fiscal Year	Status	Application Start Date	Application Deadline	Last Modified
1	FY22 Region 05 Minigrants Bus Grants	22	Active	08/16/2021	04/15/2022 05:00 PM	08/10/2021 02:26PM
2	FY22 Region 05 Minigrants AES	22	Active	08/16/2021	04/15/2022 05:00 PM	08/10/2021 02:28PM
3	FY22 Region 05 Minigrants POD	22	Active	03/01/2021	08/03/2021 05:00 PM	06/03/2021 10:19AM
4	FY22 Region 05 Minigrants Arts Project	22	Active	03/01/2021	08/03/2021 05:00 PM	06/03/2021 10:19AM
5	FY21 Region 5 Minigrants AES	21	Active	08/20/2020	04/16/2021 05:00 PM	02/22/2021 08:52AM
6	FY21 Region 5 Minigrants Bus Grants	21	Active	08/20/2020	04/16/2021 05:00 PM	02/22/2021 08:53AM
7	FY21 Region 05 Minigrants POD	21	Active	03/13/2020	08/03/2020 05:00 PM	08/03/2020 12:56PM
8	FY21 Region 05 Minigrants Arts Project	21	Active	03/13/2020	08/03/2020 05:00 PM	08/03/2020 12:56PM

- b. From here you click on the name of the program you want for the summary report. In this example I selected the Minigrants Arts Project program. You will need to do all four programs separately (AES, Bus Grants, POD, and Arts Projects).

#	Name	Fiscal Year	Status	Application Start Date	Application Deadline	Last Modified
1	FY22 Region 05 Minigrants Bus Grants	22	Active	08/16/2021	04/15/2022 05:00 PM	08/10/2021 02:26PM
2	FY22 Region 05 Minigrants AES	22	Active	08/16/2021	04/15/2022 05:00 PM	08/10/2021 02:28PM
3	FY22 Region 05 Minigrants POD	22	Active	03/01/2021	08/03/2021 05:00 PM	06/03/2021 10:19AM
4	FY22 Region 05 Minigrants Arts Project	22	Active	03/01/2021	08/03/2021 05:00 PM	06/03/2021 10:19AM
5	FY21 Region 5 Minigrants AES	21	Active	08/20/2020	04/16/2021 05:00 PM	02/22/2021 08:52AM
6	FY21 Region 5 Minigrants Bus Grants	21	Active	08/20/2020	04/16/2021 05:00 PM	02/22/2021 08:53AM
7	FY21 Region 05 Minigrants POD	21	Active	03/13/2020	08/03/2020 05:00 PM	08/03/2020 12:56PM
8	FY21 Region 05 Minigrants Arts Project	21	Active	03/13/2020	08/03/2020 05:00 PM	08/03/2020 12:56PM

- c. Once you’re in the program, scroll down below the list of applications and you will see “Regrantors Minigrant Data Report” (View button) and Generate Minigrant Report Summary (Generate & Save button). If you click on the “View” button, the summary report opens in a new window. If you click on the “Generate & Save” button, it will create a report and upload a link below.

Regrantors Minigrant Data Report: [View](#)

Generate Minigrant Report Summary: [Generate & Save](#)

Minigrant Report Upload:

File Name


- d. The top portion of the report is the summary section. These are the numbers you should cross check with each minigrant. The individual grants are listed below the summary section.

MCACA x Regrants Minigrant Data - FY2 x +

File | C:/Users/wheatera/Downloads/Regrants\_Minigrant\_Data\_-\_FY21\_Region\_05\_Minigrants\_Arts\_Project.pdf

Apps New Tab Home | mgoblog ESPN: The Worldw... Yahoo Michigan Council f... MCACA.smartsimple MCACA eGrant MLogin - Login MiCSC - MI HR Gat... Log In Using | Sales... Comeri

Regrants Minigrant Data - FY21 Region 05 Minigrants Arts Project 1 / 6 100%



**Regrantor's Minigrant Data Report**  
**SAGINAW ARTS AND ENRICHMENT**  
**COMMISSION**

### Summary Totals

Regranting Agency		Region	
SAGINAW ARTS AND ENRICHMENT COMMISSION		05	
List of Counties		Number of Counties in Region	

Total Awards			Total Requests		
\$50,394			\$138,758		
Total Number of MI Artists	Total Paid to MI Artists	Total Number of Artists	Total Paid to Artists	Total Adults Engaged	Total Youth Engaged
280	\$46,781	378	\$76,716	64955	6242
Cash Match		In-Kind		Total Expenses	
\$143,007.00		\$28,500.00		\$205,270.00	

### Individual Grant Reports

Recipient	Grant Number	City & County	Project Dates	
BAY CITY PLAYERS INC	21MG2846	BAY CITY Bay	10/01/2020 through 05/31/2021	
Award Amount	Request Amount	Cash Match	In-Kind Match	Total Expenses
\$1,825	\$2,250	\$1,825.00	\$0.00	\$3,650.00
Michigan Artists	Michigan Fees	Total Artists	Total Fees	

- e. In the summary section, you will need to add the four programs (AES, Bus Grants, POD, and Arts Projects) numbers up for the Participation Summary in the final report.
- f. You should also be checking that the total award amount is correct from the grant agreement.