



# Operational Support Program Final Report Instructions

The Operational Support 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.

## Final Report Checklist

Before you start completing the required report in eGrant:

- Do you have the eGrant login and password for the account?
- Do you know the grant award amount?
- Have you credited MCACA/NEA on the website?
- Do you have documentation showing MCACA/NEA acknowledgment?
- Have you read these instructions thoroughly?

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 by the Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Council staff at 517.241.4011.

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## WARNING:

- 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 submission.
- The successful submission of your report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.
- As a rule there are NO extensions given for Operational Support final reports. Contact your coordinator if you have questions.
- If you do not submit your final report by the deadline as stated in the signed grant agreement, you are ineligible for the multi-year grant award.
- Reports submitted more than three weeks late may result in the grant award being rescinded.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

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In order to complete the Final Report, the grantee must log into eGrant using the same credentials as were used to login to create the original grant application. **Please do not create a new account.** Once logged in, the Final Report will be visible in the Draft section of the eGrant system. Check the box next to the Final Report you want to work on then click Edit button at the top of the page to begin the Final Report process.

The system will guide you through the six (6) pages of data collection prior to submitting the final report. Like the application, navigate between the pages by clicking on the page buttons on the left sidebar or by clicking the Next button. The page you are working on will be highlighted in the left sidebar. At the top and bottom of the pages are "Previous," "Save" and "Next" buttons. Be sure to save your work often to avoid any loss of information.

## Completing your Final Report (FR)

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Please carefully read the following sections. These instructions are designed to help assure the successful completion of your final report.

**FR Applicant Information** – The information on this page will autofill from the original grant application. This page allows for updating/correcting any information. Be sure to verify the information on this page for accuracy and that it is current.

Please note that if you are changing the Authorizing Official from the original grant agreement you will need to fill out a request form and submit it for approval before a change will be allowed. Contact any one of the MCACA staff members for more information.

**FR Project Information** – The information on this page will autofill from the original grant application. This page allows for updating/correcting any information. Be sure to verify the information on this page for accuracy and that it is current. Please note that the grant award amount needs to be entered into the corresponding box.

**FR Summary Information** – In the Project Participation Summary Section enter information that represents your ACTUAL numbers for the entire grant period as stated on your grant agreement.

**Michigan Artists Directly Involved**

Enter the number of Michigan artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

**Amount Paid to Michigan Artists**

Enter the amount paid to Michigan artists directly involved in providing artistic services for your organization.

**Artists Directly Involved**

Enter the total number of artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

**Amount Paid to Artists**

Enter the total amount to be paid to artists directly involved in providing artistic services for your organization (this total should 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 be less than total number of artists participating/total paid to artists but it cannot be greater than.*

**Adults Engaged in "In-Person" Arts Experiences**

Enter the number of adults 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. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

**Youth Engaged in "In Person" Arts Experiences**

Enter the number of children/youth (0-18 years) 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. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

## New Hires

Enter the number of full time employees/equivalents that were hired by your organization in the past year. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization.

## Employees

Enter the number of full time employees/equivalents for the organization during the fiscal year. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization. To determine FTEs, multiply the number of hours worked per week by part-time individual(s) by the number weeks worked per year. If you are calculating this value for a group of part-time individuals, then multiply this total by the number of individuals. This will give you the total number of hours worked in the given fiscal year. Divide this total by 2000, which is the number of hours typically worked by a full-time individual over the course of a year. Please note, if your full-time staff work less than 2000 hours annually, use the total number of hours actually worked as the denominator in this equation.

Example: The Arts Group has 5 part-time program employees who each work 15 hours per week for 40 weeks per year. To calculate their FTE:

$$\begin{aligned} 15 \text{ hours} \times 40 \text{ weeks} &= 600 \text{ hours per person} \\ 600 \times 5 \text{ part-time employees} &= 3000 \text{ hours} \\ 3000 \text{ hours} \div 2000 \text{ hours} &= 1.50 \end{aligned}$$

\*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

\*\*1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

**For Capital Improvement Projects Only:** Please leave this section blank, it does not pertain to Operational Support grantees.

## 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 reached directly, 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, 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 reached directly, rather than through broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

Complete the Contract Status Section.

**Regional Regrantors ONLY:** Please leave this section blank, it does not pertain to Operational Support grantees.

**FR Project Locations:** Please leave this section blank, it does not pertain to Operational Support grantees.

## Budget

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You must provide a financial report (summary and itemization) that **ONLY** reflects the revenues and allowable expenses directly related to your MCACA grant award.

**DO NOT PROVIDE A FULL OPERATIONAL FINANCIAL STATEMENT**

**OR**

**A PROFIT AND LOSS STATEMENT.**

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 match to your grant award (round figures to whole dollars). The report should be balanced (revenues equals expenses) and should only reflect the grant award and the corresponding matching 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.

PLEASE NOTE: The budget form and sample itemization has an additional column in Expenses, "MCACA Dollars." You must 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, rather it is a subset of the cash expense column.

If you need assistance completing your financial statements, please call or email Adam Wheater, 517.241.0911 or [wheatera@michigan.org](mailto:wheatera@michigan.org).

# Required Attachments

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In this section you will upload documentation that supports the successful completion of your grant and the final report certification form. There are several narrative questions that you must answer and attach as part of the Final Report Narrative, those questions can be found below. All grants require event documentation which includes examples of how MCACA and the NEA were credited for supporting the program, including but not limited to season brochures, posters, postcards, newsletters, ads. If you provide photos of the programs, please caption them. You have seven (7) open attachment fields to provide relevant material that supports the program in which you were awarded funds.

**Final Report Narrative:** Submit up to three narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Provide a complete summary of the programs/services offered during the grant cycle, addressing all items that are listed below.

*Narrative Summary:* Describe the programs/services offered during the grant cycle. Include the outcomes as well as the impact of the programs/services. In short, what did you do, how well did you do it and is anyone better off because of what was offered.

*Promotion:* Describe the success of programs/services related to the promotion and marketing materials including audience outreach, 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 and the NEA in your program materials including the use of the logos on your website. Provide links as appropriate.

**Final Report Certification:** This form can be found on the last page of these instructions or by clicking on the Certification document link within the eGrant system under Required Attachments, this form must accompany your report. If you are unable to provide an official electronic signature then you must sign, scan and upload the signed document as an attachment to your report. It is strongly encouraged that the document is a pdf. If you are unable to scan and upload this form please mail it in.

## Attachment 1 - 7 -- Supplemental Materials

Use the open attachments to provide relevant material that supports the program in which you were awarded funds. This includes examples of how MCACA and the NEA were credited for supporting the program, season brochures, posters, postcards, newsletters, ads. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB. If you are submitting images/videos it is recommended that you provide a caption for each of the items.

## Final Report Submission

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The Submit page shows any required fields that have not been completed in the eGrant system with a link to the incomplete fields. Once all fields are complete, the system will allow you to submit the Final Report. Upon submission of the Final Report, an e-mail will be sent to the Project Contact person confirming the report has been submitted, this does not confirm that all materials/information are correct or that your final payment will be issued.

Any questions regarding your final report please contact, the Operational Support Program Officer.

Alison Watson, Programs Manager  
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517.241.3968





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## 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.