



# Arts in Education Final Report Instructions

The Arts in Education (AIE) 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 on your website or accompanying project materials?
- 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 program manager Chad Swan-Badgero at 517-241-6747, or [badgeroc@michigan.org](mailto:badgeroc@michigan.org).

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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 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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 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)

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

**AIE FR Grantee 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. 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 Chad Swan-Badgero at [BadgeroC@michigan.org](mailto:BadgeroC@michigan.org) for more information.

**AIE 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. Please note that the grant award amount needs to be entered into the corresponding box. If you are unsure of your grant award refer to the signed grant agreement.

**AIE 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.

### **Total Number of Michigan Artists Directly Involved**

Enter the number of Michigan artists directly involved in providing artistic services for your project.

### **Total Paid to Michigan Artists**

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

### **Total Number of Artists Directly Involved**

Enter the total number of artists directly involved in providing artistic services for your project. This total number should include Michigan artists.

### **Total Paid to Artists**

Enter the total amount to be paid to artists directly involved in providing artistic services for your project. 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.

**Populations Benefited by Race/Ethnicity:**

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.**

**List of Counties** – List the counties where grant activities took place. If activities took place in numerous counties, list all that apply in alphabetical order.

# Revenue & Expense Itemization

You must provide a financial itemization that reflects the revenues and allowable (see budget definitions) expenses directly related to your MCACA funded project. According to your grant agreement, grantees must show the FULL project budget, including the 1:1 cash match (round figures to whole dollars). The revenue and expense itemization, narrative and supplemental materials MUST reflect the project as stated in the grant agreement and application. 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 final project budget is required to reflect a 1:1 cash match to your grant award (round figures to whole dollars). *Remember, teacher time involved in the planning and execution of the project is allowable as a match.*

**PLEASE NOTE:** The 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. **Fill out JUST this page in e-grant for the revenue and expense itemization.**

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

- Artist fees
- In-state travel or lodging for artists
- Marketing
- Consumable supplies related to the instructional component of the residency
- Field trip admission (excluding transportation) to museums, theaters, galleries, etc. for the core group of students **only** if it is integral to the instructional component of the residency and includes a guided lesson. A core group of students is typically one classroom or 25-35 students.

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

**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.
- Historical Projects without a clear cultural focus.
- Payments to endowments.
- 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.
- 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 permanent equipment items.
- Out-of-state travel.
- Indirect costs.

### **Categorizing Expenses**

- Employee expenses: Include the total project costs for Administrative, Artistic, or Technical/Production employees. Anyone receiving a W-2.
- Non Employee costs: Include Artistic fees/services or any other project related non-employee fees or services. Anyone receiving a 1099.
- Additional project related costs: Include Space Rental, Travel, Marketing, Publicity & Promotion
- Other expenses: Include other project costs not tallied above

If you need assistance completing your financial statements, please call or email Adam Wheater: 517.241.0911; [wheatera@michigan.org](mailto:wheatera@michigan.org), or Ashley Minarik: 517-335-1600; [minarika2@michigan.org](mailto:minarika2@michigan.org).

## **Required Attachments**

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 about the project 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 was credited for supporting the project, including but not limited to posters, postcards, newsletters, ads. You have seven (7) open attachment fields to provide relevant material that supports the project 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 project offered during the grant cycle, addressing all four items listed below.

#### *Narrative Summary:*

- 1- The educational impact; artistic/cultural merit
- 2- How the project was implemented, including timetable or schedule of activities, management, staff and volunteer participation in the project.
- 3- What are you most proud of in regard to your arts education project?
- 4- What was the biggest hurdle to this project running smoothly?

**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 remaining open attachments to upload additional materials or samples of work created during the arts in education project. Please also describe and provide examples of how you acknowledged MCACA during your Arts in Education project materials including the use of MCACA logos. 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.

**AIER FR Project Locations** –Please report the project activity location(s) and days of activities made possible by your grant. Add a line for each unique address where you performed, exhibited,

conducted or completed other project activities and the number of days active at each venue. In this section enter the following information in the appropriate fields: 1) Address – Street address or Rural Route Number of the project activity. 2) City – City where the project is located. 3) State – State where the project is located. 4) Zip – Zip code for address of the project. 5) Activity Days – number of days project was active at this location.

## Final Report Submission

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 the grantee 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 Arts Education Program Manager, Chad Swan-Badgero at the information below:

Chad Swan-Badgero, Arts Education Program Manager

[badgeroc@michigan.org](mailto:badgeroc@michigan.org)

517.241.6747



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## 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)

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Project Director (signature)

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\*Authorizing Official (print)

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\*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.