



FINAL REPORT INSTRUCTIONS

FY16 Minigrant Arts Projects

INTRODUCTION

The Grant Agreement with the Michigan Council for Arts and Cultural Affairs (MCACA) and the Regional Regranting Agency requires a final reporting of grant activities. Review the instructions below carefully regarding specific Final Report requirements. The final grant report is used by the Council and Regional Regranting Agency for grant agreement monitoring, project evaluation, and research. Final payment will not be processed until the required grant report is officially received and approved. The content of the Final Report should reflect all programmatic and allowable financial activities of the funded project from beginning to end, in accordance with your grant agreement.

If the Final Report is not completed and submitted by the due date, the grant recipient will forfeit any remaining funds and may be asked to return any funds previously issued. In addition, future awards by the MCACA and/or your Regional Regranting Agency will not be processed until the report is received and approved. Please contact your Regional Regranting Agency with questions.

INSTRUCTIONS

In order to complete the Final Report, the grantee must log in to eGrant using the same credentials that were used to log in and create the original grant application. Upon login, the Final Report will be visible in the “Drafts” section of the eGrant system. Check the box next to the Final Report you are going to work on and click the “Edit” icon (pencil) near the top of the page to begin the Final Report process.

The screenshot shows the eGrant.net web interface. At the top left is the Michigan Council for Arts & Cultural Affairs logo. The header includes the eGrant.net logo, the organization name, and a 'Sign Out' link. Below the header is a navigation bar with icons for Contact, Guidelines, View, Prior, Edit, and Delete. A sidebar on the left lists menu items: Applicant, Instructions, Drafts (4), History (0), and Opportunities (2). The main content area displays a table of applications.

Application Type	Fis...	Pro...	Ph...	...	Due Date	Title	Last Up...
<input type="checkbox"/> Minigrant Application	2016		Application	Draft	1/15/2016 11...		12/1/2015 11:...
<input checked="" type="checkbox"/> Minigrant Application	2016		Final Re...	Draft	10/31/2016 1...		12/1/2015 12:...
<input type="checkbox"/> MCACA Grant Application	2016		Application	Draft	6/17/2015 11...		
<input type="checkbox"/> MCACA Grant Application	2016		Final Re...	Draft	10/31/2016 1...		11/30/2015 9:...

The system will guide you through the six (6) pages of data collection prior to submitting the Final Report. Similar to the application, navigate between the pages by clicking the “Previous” and “Next” tabs located at the top and bottom of the pages. The page you are working on will be highlighted in yellow inside the left sidebar. Be sure to click “Save” often to prevent loss of information.

The screenshot shows the eGrant.net interface for the Michigan Council for Arts and Cultural Affairs. The user is on the 'Final Report GRANTEE INFORMATION' page. The sidebar on the left lists various report sections, with 'Minigrant FR Applicant Information' highlighted in yellow. The main content area includes a heading 'Final Report GRANTEE INFORMATION', a note about required fields, and a paragraph explaining the grant agreement requirements. Below this, there is a warning to submit the report by the due date. At the bottom, there are input fields for 'Name' and 'Address 1' (street address or rural route #).

Completing your Final Report

Please read the following sections carefully.

GRANTEE INFORMATION

Minigrant 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. Please note that if you are changing the Authorizing Official from the original grant agreement you must submit a “Grant Change Form” for approval before any changes will be permitted. Please contact your Regional Regranting Agency for more information.

PROJECT INFORMATION

Minigrant 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 in the corresponding box. If you are unsure of your grant award, refer to the signed grant agreement.

SUMMARY INFORMATION

Minigrant FR Summary Information – In the Project Participation Summary section, enter information that represents the actual numbers for the entire grant period as stated on your grant agreement. As a reminder, the “Total number of Michigan artists directly involved” as well as “Total paid to Michigan artists” can be equal or less than the “Total number of artists involved/paid” but cannot be more.

Total number of Michigan artists directly involved:

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

Total paid to Michigan artists:

Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

Total number of artists directly involved:

Enter the total number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number **must** include Michigan artists as well).

Total paid to artists:

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award (this total **must** include the amount paid to Michigan artists).

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, and do not double-count repeat attendees. 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, and do not double-count repeat attendees. 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.

Total number of new hires:

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

Total number of employees:

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To calculate full time employees/equivalents:

4 employees who work 35 plus hours a week	= 4 full time
+3 employees who work less than 35 hours a week (3 x 0.5)	= 1.5 full time
<hr/>	
	= 5.5 employees/equivalents

*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.

Minigrant FR Budget – An itemized financial report that includes all allowable revenues and expenditures of the entire project must be provided. In addition, the budget must reflect the allowable expenses (see “Budget Definitions” below) that MCACA dollars were applied to or funded.

Please use the attached “Itemization Template” at the end of this document as a guide to create and upload as a Portable Document Format (pdf) file in this section of eGrant **OR** click on the “Click here for an itemization template” link within the eGrant system on the Final Report BUDGET page to generate a budget to be attached.

Name this file “Final Budget-OrganizationName” (example: FinalBudget-Quincyouththeater.pdf)

You will need to know your exact grant award amount (located within your signed grant agreement) when completing the Final Report Budget section. The budget is required to reflect a 1:1 cash and/or in-kind match to your grant award. For example, a \$2,000 project with a \$1,000 MCACA grant award requires a cash and/or in-kind match amount of \$1,000. Please round figures to the nearest dollar.

PLEASE NOTE: The Itemization Template has an additional column in the “EXPENSES” portion of the budget entitled “MCACA share.” The figures in the “MCACA share” column should not be in addition to the cash expense, but rather a subset of the cash expense column. Use this column to indicate MCACA funding amounts applied to allowable expenses.

As a reminder MCACA 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, **but should not be included in the itemized budget with your Final Report.**

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, 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

REQUIRED ATTACHMENTS

Minigrant FR Required Attachments – In this section, you will upload documentation (as pdf files) that supports the successful completion of the grant. In addition, download, complete and submit final report “Certification form” in this section. There are several project-specific narrative questions (below) that you must answer and attach as a final “Final Report Narrative.”

ALL GRANTEES ARE REQUIRED to provide documentation that includes examples of MCACA and Regional Regranting Agency acknowledgment and support of the project that was awarded funding. There are nine (9) attachment fields to provide required and relevant material that supports the project you were awarded funding from MCACA.

Fields to attach documents include a Final Report Narrative, Final Report Certification (click link to download, print, & complete), and seven (7) additional fields to attach pdf documents

First, compose a “Final Report Narrative” summarizing the results of this project, addressing all items listed below. The narrative should be no longer than three (3) pages in length and must be uploaded as a pdf file entitled:

“Final Report Narrative-OrganizationName” (example: FinalReportNarrative-Quincyouththeater.pdf)

Narrative Summary: Provide a narrative summary of the project and its outcomes, including the **artistic/cultural merit; community impact** of the program; how the program was **implemented** (timetable or schedule of activities, **management**, staff and volunteer participation in the program, board engagement); and how the project met quantifiable measures regarding goals and outcomes.

Promotion: Describe the success of project-related promotion and marketing materials including audience outreach, contact with your region’s elected officials, and use of social media tools (such as Facebook, Twitter, org website, etc.). Please provide links and/or attachments as appropriate.

Acknowledgments: Describe and provide examples of how you acknowledged **MCACA and the Regional Regranting Agency** in your program materials, including the use of logos on your website. Please provide links and/or attachments as appropriate.

Second, attach the Final Report Certification form (click “Click here to download the Certification form”) to download, print, & complete. Upload this document as a pdf entitled: “CertificationForm-OrganizationName” (example: CertificaitonForm-Quincyyouththeater.pdf)

There are seven (7) additional fields to attach pdf documents. In some cases, images of a project may be appropriate. In addition, please consider brochures, workshop call for entries, advertisements, newsletters, and/or a document containing relevant links or social media posts.

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Project Activity Locations: DO NOT complete section, please leave blank and click “Next

Submit – the final section will highlight incomplete fields within the eGrant report and a “Go There” link option. When all fields are complete, the systems will allow the grantee to “Submit” a Final Report. Upon submitting a report, an e-mail confirmation will be sent to the Project Contact person. The email does not confirm materials/info are correct, nor does it confirm final payment. Please contact your Regional Regranting Agency with any questions.

Budget Definitions

GENERAL

Activity

Refers to the specific project or range of operations funded by MCACA.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested / Awarded

The amount requested or amount awarded refers to amount in support of this activity.

REVENUES

Earned Revenue: Admissions

Revenue derived from fees earned through the sales of services (other than this grant award). This includes sales of workshops, etc., to other community organizations, gov't contracts for specific services, performances or residence fees, tuition, etc., and foreign gov't support.

Unearned Revenue Definitions:

Applicant Cash – Funds from the applicant's resources allocated to the project.

Corporate Support – Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundation Support – Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support (Federal, Regional, & Local) – Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government, and by agencies of the federal government.

Other Private Support – Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned – Revenue derived from sources other than those listed above. Sources include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

State Support – Not from Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward a cash match.

EXPENSES

Capital Expenditures: Acquisitions – Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures: Other – Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employees: Administrative – Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees: Artistic – Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees: Technical/Production – Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, preparator and exhibition installers, etc.

Marketing – All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

Non-employee: Artistic Fees and Services – Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee: Other Fees and Services – Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses – All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Space Rental – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery and/or other spaces.

ITEMIZATION TEMPLATE

<u>INCOME</u>		<u>CASH</u>	<u>INKIND</u>	<u>TOTALS</u>	
REVENUE - EARNED					
Single Ticket Sales		\$ 250			
TOTAL EARNED INCOME				\$ 250	
REVENUE - UNEARNED					
Corporate, Foundation & Private support					
Corporate support					
CN		\$ 250			
Fifth Third Bank		\$ 250			
Foundation support					
Reuter Foundation		\$ 500			
Private support					
Individual contributions		\$ 100			
				\$ 1,100	
Other unearned revenue					
Advertising sales		\$ 200			
CD and book sales		\$ 50			
Concession sales		\$ 150			
				\$ 400	
InKind revenue					
Itemized in expense column			\$ 1,750		
				\$ 1,750	
MCACA grant received to date					
Oct 2016		\$ 2,800			
MCACA grant due (if applicable)		\$ 700			
				\$ 3,500	
TOTAL CASH REVENUE				\$ 7,000	
EXPENSES - CASH		CASH	In-Kind	MCACA share	TOTALS
Employee expenses					
Project Director	\$ 750			\$ -	
					\$ 750
Non-employee costs					
Artists fees					
Jack Dyer, Musician	\$ 1,150			\$ 1,000	
Dan Parisian, Visual Artists	\$ 1,150			\$ 1,000	
Chuck Williams, Storyteller	\$ 1,100			\$ 1,000	
					\$ 3,400
Additional project related costs					
Concessions	\$ 50				
Hall rental	\$ -		\$ 1,000		
Season Brochure/Postcard	\$ 500			\$ 500	
Marketing Adv Radio	\$ -		\$ 750		
					\$ 2,300
Other expenses					
Office Supply	\$ 125				
Postage	\$ 300				
Telephone	\$ 125				
					\$ 550
TOTAL EXPENSES					\$ 7,000