



FINAL REPORT INSTRUCTIONS

FY16 Minigrant POD

(Professional or Organizational Development)

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 cannot 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 funds previously issued. In addition, future awards by the MCACA and/or 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 interface. On the left is a sidebar with navigation options: Applicant, Instructions, Drafts (4), History (0), and Opportunities (2). The main area displays a table of applications with columns for Application Type, Fiscal Year, Project Name, Phase, Status, Due Date, Title, and Last Updated. One application is highlighted in yellow.

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.



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 POD awardee, many of the numbers will be “0”. The numbers you enter should only reflect the number of individuals directly engaged in the professional or organizational development opportunity.

*The following fields, below, are highlighted for clarification.

Total number of Michigan artists directly involved:

Enter the number “0,” unless you or your organization paid an artist(s) with grant funds.

Total paid to Michigan artists:

Enter the number “0,” or the amount paid if you or your organization paid an artist(s) with grant funds.

Total number of artists directly involved:

Enter the number “0,” unless you or your organization paid an artist(s) with grant funds.

If there is a number, the total number involved must include Michigan artists as well.

Total paid to artists:

Enter the number “0,” or the amount paid if you or your organization paid an artist(s) with grant funds.

If there is an amount paid, the total amount paid must include Michigan artists as well.

Adults Engaged in “In-Person” Arts Experiences

Enter the number of individuals that were directly involved in the development opportunity.

For example, an organization’s 6-member board and 2 consultants would equate to “8 Adults engaged”

OR, if an individual artist or administrator attended a conference, the number engaged would be 1.

Youth Engaged in “In Person” Arts Experiences

Enter the number of individuals that were directly involved in the development opportunity that were under the age of 18.

BUDGET

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 25% cash and/or in-kind match to your grant award. Determine match by multiplying grant award amount by 0.25 to find minimum match. For example, a \$1,000 grant award X 0.25 = a cash and/or in-kind match amount of \$250. 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 expenses, but rather a subset of the cash expense column. Use this column to indicate MCACA funding amounts applied to allowable expenses.

The following categories *ONLY* are eligible for funding under this grant program:

- **Conferences/Education/Training** - Educational opportunities for staff, board members or artists to increase knowledge and skills that support the mission of the organization or the work that they do.
- **Working with a consultant** - Funding for a consultant to provide assistance with strategic planning, coalition building, fundraising planning, needs assessment, grant writing, or board governance.

Further, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the itemized budget.**

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, unless part of a Capital Improvement grant
- Out-of-country 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 two (2) pages in length and must be uploaded as a pdf file entitled:

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

Narrative Summary: Provide a narrative summary of the activity and its outcomes, including the training, workshop or conference attended; impact of the activity on the individual or organization; staff and volunteer participation in the activity such as board engagement (if applicable); and how the information or training gained could be shared with colleagues and/or the public at large.

Acknowledgments: Provide documentation describing how you or the organization gave recognition to **both MCACA and the Regional Regranting Agency** for the support of this POD opportunity. Acknowledgments such as logos on your website, social media, signage, ads, or brochures are acceptable.

Second, attach the Final Report Certification form (click “Click here to download the Certification form”) to download, print, & complete. Name this file “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.

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 for each option. When all fields are complete, the system 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 and/or information submitted is 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, exhibit preparators and 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

INCOME	CASH	INKIND	TOTALS	
REVENUE - EARNED				
TOTAL EARNED INCOME			\$ -	
REVENUE - UNEARNED				
Corporate, Foundation & Private support			\$ -	
Other unearned revenue				
Applicant Cash	\$ 200		\$ 200	
InKind revenue				
Itemized in expense column		\$ 175	\$ 175	
MCACA grant				
October 2016	\$ 1,200			
MCACA grant due (if applicable)	\$ 300		\$ 1,500	
			\$ 1,500	
TOTAL CASH REVENUE			\$ 1,875	
EXPENSES - CASH	CASH	In-Kind	MCACA share	TOTALS
Employee expenses				
Non-employee costs				
Additional project related costs				
Other expenses				
Conference Registration	\$ 500		\$ 500	
Meals	\$ 175	\$ 175		
Travel	\$ 700		\$ 500	
Hotel	\$ 500		\$ 500	
			\$ 1,875	
TOTAL EXPENSES			\$ 1,875	

*an example of a \$1,500 MCACA POD grant with a 25% match of \$375 (\$200 cash & \$175 in-kind) for a project total of \$1,875