



Michigan Council for Arts and Cultural Affairs
 300 North Washington Square
 Lansing, Michigan 48913
www.michiganbusiness.org
 517.241.4011

FY14 REGIONAL REGRANTORS FINAL REPORT INSTRUCTIONS

INTRODUCTION

The Grant Agreement with MCACA requires the final reporting of grant activities. Review the instructions below 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 officially received and approved. The content of the grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with your grant agreement.

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.

INSTRUCTIONS

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. 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 screenshot shows the eGrant.net interface. At the top left is the MCACA logo. The header includes 'eGrant.net' and 'Michigan Council for Arts and Cultural Affairs Sign Out'. Below the header is a navigation bar with icons for Contact, Guidelines, View, Prior, Edit, and Delete. The main content area is a table with the following columns: Applicant, Application Type, Fiscal Y..., Phase, Due Date, Request, Title, St..., and LastUpdated. The 'Drafts (7)' section is highlighted in yellow.

Applicant	Application Type	Fiscal Y...	Phase	Due Date	Request	Title	St...	LastUpdated
<input type="checkbox"/>	MCACA Grant Application	2014	Application	2/28/2014 10:59:59 PM	\$50,000.00	Support the Arts in Michigan	Draft	2/5/2014 10:35:01 ...
<input type="checkbox"/>	MCACA Grant Application	2014	Final Report	Rolling	\$50,000.00	Support the Arts in Michigan	Draft	
<input type="checkbox"/>	Minigrant Application	2014	Application	10/15/2013 10:59:59...	\$100.00	asdf	Draft	10/14/2013 11:41:...
<input type="checkbox"/>	MCACA Grant Application	2013	Application	Rolling			Draft	9/17/2013 8:32:23 ...
<input type="checkbox"/>	MCACA Mini Grant Application	2013	Application	Rolling	\$4,000.00	MCACA Test Page	Draft	8/19/2013 10:31:3...

The system will guide you through the five (5) 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.

The screenshot shows the eGrant.net interface. At the top left is the Michigan Council for Arts and Cultural Affairs logo. The top right shows the user is logged in as 'Michigan Council for Arts and Cultural Affairs' with a 'Sign Out' button. The breadcrumb trail is: Home > Drafts > MCACA Grant Application: Final Report > 2014 FR Applicant Information. Below this are navigation buttons: Previous, Save, and Next. The main content area is titled 'Final Report' and 'GRANTEE INFORMATION'. A note indicates that required fields are marked with an asterisk. The text explains that the Grant Agreement with MCACA requires final reporting and that the report is used for monitoring and evaluation. It also states that final grant payment will not be processed until the report is received. A deadline notice asks users to submit the report by the due date. A warning states that if the report is not submitted by the due date, the user may be asked to return funds and future awards will not be processed. At the bottom, there is a 'Name:' label and a text input field containing 'Michigan Council for Arts and Cultural Affairs' with a red asterisk indicating a required field.

Completing your Final Report

Please read carefully the following sections.

These instructions are designed to help assure the successful completion of your final report.

2014 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 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.

2014 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.

2014 FR Summary Information – In the Project Participation Summary Section enter information that represents the ACTUAL numbers from the Mingrant reports that were submitted to you by the grantees. As a reminder, the total number of Michigan artists participating as well as total paid to Michigan artists can equal or be less than total number of artists participating/total paid to artists but it cannot be more than. The same applies for total number of youth and individuals benefitting. Complete the Contract Status Section. In the Regional Regrants Only section, enter information that represents the ACTUAL numbers from your activities as a Regional Regrantor. (Just to reiterate, Project Participation Summary numbers reflect those of your grantees and Regional Regrants Only section numbers reflect your work as a Regrantor.)

2014 FR Budget – You must provide a financial report (summary and itemization) that **ONLY** reflects the revenues and allowable (see budget definitions) expenses directly related to your MCACA grant award. As Regional Regrantor this budget summary and itemization should reflect your Services grant agreement. The Regranting dollars will be reflected as an attachment, more information to follow.

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 and/or inkind match to your grant award (round figures to whole dollars). Your budget 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 of the budget, including all revenues and expenditures, is required and must be uploaded. At the end of the document there is a budget definition sheet and sample itemization to assist you with completing this section correctly.

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. **PLEASE FOLLOW THE FORMAT OF THE “ITEMIZATION TEMPLATE” at the end of this document.**

As a reminder 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 there are certain expense items that are not only inappropriate for MCACA funding, **but should also 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

2014 FR 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 in the Final Report Narrative box, those questions can be found below. As a Regrantor you are also required to submit documentation regarding each of the grants that were made, the Minigrant reporting form can be found at the end of this document, feel free to reproduce that sheet as needed. All grants require event documentation which includes examples of how MCACA was credited for supporting the program, including but not limited to brochures, 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.

On a separate page, please complete a narrative summary of the results of this project, addressing all items that are listed below.

Narrative Summary: Provide a narrative summary of the project and its outcomes including how you administered the grant program; regional involvement in your program; types of workshops/individual assistance you provided; how you monitored grantees and their activities;

Promotion: Describe the success of project related promotion and marketing materials including outreach to organization and artists, 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 in your program materials including the use of the logos on your website. Provide links as appropriate.

Submit - The Finish 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:

Alison Loveday, Programs Manager

lovedaya@michigan.org

517.241.3968

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

Amount requested / awarded in support of this activity.

Revenues

Earned Revenue Definitions:

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Unearned Revenue Definitions:

Applicant Cash

Funds from the applicant's resources allocated to this 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. 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 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.

Employee-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, theater, hall, gallery and other such spaces.

ITEMIZATION TEMPLATE

INCOME	CASH	INKIND	TOTALS
REVENUE - EARNED			
TOTAL EARNED INCOME			\$ -
REVENUE - UNEARNED			
Corporate, Foundation & Private support			\$ -
Other unearned revenue			
Applicant Cash	\$ 3,250		\$ 3,250
InKind revenue			
Itemized in expense column		\$ 7,000	\$ 7,000
MCACA grant received to date			
Feb-13	\$ 7,950		
MCACA grant due	\$ 1,800		
			\$ 9,750
TOTAL CASH REVENUE			\$ 20,000
<hr/>			
EXPENSES - CASH	CASH	In-Kind	MCACA share
Employee expenses			
MiniGrant Coordinator	\$ 8,000		\$ 7,000
Office Assistant	\$ 3,000		\$ 1,000
			\$ 11,000
<hr/>			
Non-employee costs			
Reviewers (5 ppl x 37 hrs x \$30 hr)		\$ 5,500	
Reviewers Travel		\$ 500	
			\$ 6,000
<hr/>			
Additional project related costs			
Workshop Space (2 space)		\$ 1,000	
			\$ 1,000
<hr/>			
Other expenses			
Promotional Material	\$ 500		\$ 250
Travel	\$ 500		\$ 500
Supplies	\$ 175		
Postage	\$ 325		\$ 500
Phone	\$ 500		\$ 500
			\$ 2,000
TOTAL EXPENSES			\$ 20,000



Michigan Council for Arts and Cultural Affairs
 300 North Washington Square Lansing, Michigan 48913
www.michiganadvantage.org/arts
 (517)241-4011

MINIGRANT REPORT

Provide actual grant activity data as requested.
 (Copy this page as many times as needed to represent all of your grantees)

1. Recipient		2. Control Number		3. City	4. County
5. Project Dates	6. Award	7. Request	8. Cash Match	9. In-Kind Match	10. Total expenses
11. # of MI Artists	12. MI Artist fees	13. # Artists	14. Artists Fee	15. Ind. Benefitting	16. Youth benefitting
17. Minigrant project description					

1. Recipient		2. Control Number		3. City	4. County
5. Project Dates	6. Award	7. Request	8. Cash Match	9. In-Kind Match	10. Total expenses
11. # of MI Artists	12. MI Artist fees	13. # Artists	14. Artists Fee	15. Ind. Benefitting	16. Youth benefitting
17. Minigrant project description					

1. Recipient		2. Control Number		3. City	4. County
5. Project Dates	6. Award	7. Request	8. Cash Match	9. In-Kind Match	10. Total expenses
11. # of MI Artists	12. MI Artist fees	13. # Artists	14. Artists Fee	15. Ind. Benefitting	16. Youth benefitting
17. Minigrant project description					