MINIGRANT PROFESSIONAL ORGANIZATIONAL DEVELOPMENT FINAL REPORT INSTRUCTIONS

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. The 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 Final Report has been submitted 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 will 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.

Final Report Checklist

Before you start completing the required report in SmartSimple:

o   Do you have the SmartSimple login and password for the account?

o   Have you credited MCACA on your website or accompanying project materials?

o   Do you have the same Project Director and Authorizing Official that were listed on the original grant proposal? *(if not you'll need to submit a Change of Grant Form)*


NOTE:

- 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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 SmartSimple using the same credentials as were used to log in to create the original grant application. **Please do not create a new account.** Once logged in, the system will guide you through the five tabs that must be completed prior to submitting the final report. Please read the accompanying instructions or utilize the tooltips next to each question (indicated by a "?") to determine what each question is asking. Like the application, navigate the final report by clicking the tabs on the main page (which include: "General", "Report Details", "Financials", "Questions & Attachments", and "Certification"). At the bottom of each page is a "Save Draft" button ". Be sure to save your work often to avoid any loss of information. You'll need to complete all five tabs before submitting the final report.

How to access/begin your final report

1) On the SmartSimple homepage select "Applications and Grants" in the upper right corner
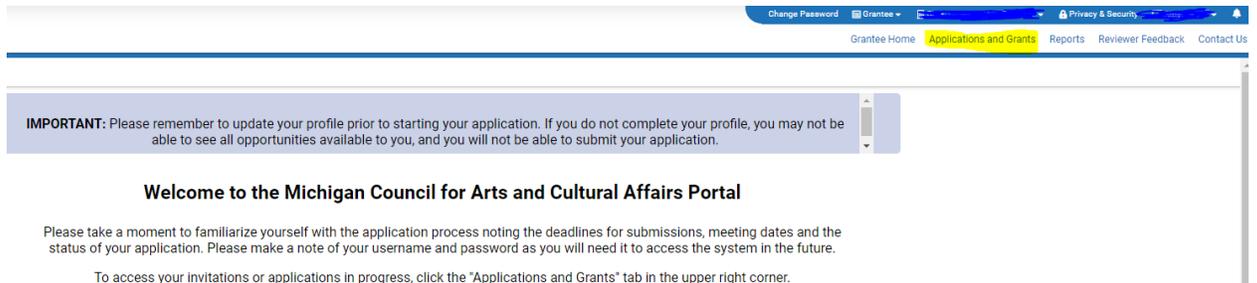
2) Click on the "Awarded" tab then select "Open" on the right side of the grant award

3) Click on "Final Reports" on the left side menu
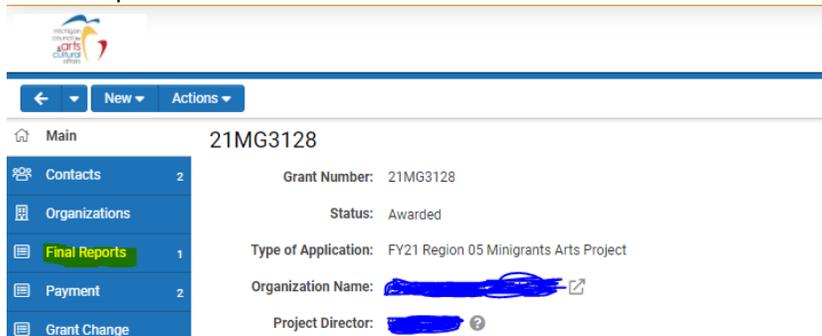
4) Click on the grant award to open the final report

#	Grant Number	Organization Name	Type	Status	Application Type	Due Date
1	21MG3128	CITY OF MOUNT PLEASANT	Final Report	Draft	Minigrants Arts Project	07/05/2021

What is required in each section of the final report:

Please be sure that all sections of the final report are completed before submitting. Below, are the steps to completing your final report.

"GENERAL" Tab:

Information in this section will be auto-filled from your original application. Review the information to ensure that it is still correct. If any of this info is incorrect, please fill out a *Change of Grant* form and send it to MCACA so contact data can be updated. You cannot move forward with the final report until this info is correct. If everything is correct, click "Save Draft" at the bottom of the screen and move on.

"REPORT DETAILS" Tab:

 Review the information under "Project" to be sure the project description is correct. Then move on to the "Participation Summary" section. Work your way through each question. Instructions are explained under each question. When you've completed each question, click "Save Draft" at the bottom of the screen and move on.

"FINANCIAL" Tab:

Scroll down to the "Revenue and Expense Report" section and click on the blue "Open" button. This will open a budget form in a new window. Enter the actual project expenses and revenues from your project. You can use the budget from your original application as a guide. When you've completed the budget information, click "Save" and then click "Close" at the bottom of the screen and move on.

As a reminder funding may ONLY be used for:

- Artist, consultant, workshop, registration fees directly related to a professional development opportunity
- Travel (in **OR** out of state)
- Meals and Lodging
- Project-related Materials

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, unless part of a Capital Improvement grant
- Out-of-country travel

Applicants must enter a detailed itemization of the projected project budget in SmartSimple. The itemization must show a 1:4 (25%) cash and/or in-kind match of the grant request.

*If there are additional revenue and/or expenses that do not fit on the itemization template, please attach a supplemental page as part of your attachments.

If you need assistance completing your financial statements, please call or email your Regional Regrantor.

"QUESTIONS & ATTACHMENTS" Tab:
Answer the questions in this section with as much details as possible. This is where you'll tell us what you did for your project and how it went. Include links to images, videos etc to show us how your project went and how you gave MCACA credit for your project. All documents attached should be in PDF format. When you've completed each question, click "Save Draft" at the bottom of the screen and move on.

"CERTIFICATION" Tab:
Once you have completed the final report you will need to send the Final Report Certification by clicking on "Send Certification". A DocuSign email will be sent to the Project Director to complete. Once the Project Director completes the DocuSign then it will go to the Authorizing Official to complete the DocuSign.

SUBMIT
Once the final report is completed and saved, click "Submit". After clicking "Submit" the Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email. The final report is not complete until the Final Report Certification has been signed and uploaded by both individuals. The Project Director will receive an email from mcaca@michigan.org as confirmation of the submission.

The successful submission of your report does not confirm the accuracy of the final report, materials uploaded or that it will be approved.