



FY17 Project Grant Final Report Guidelines

Contact Tina Lilly, Grants Program Director, with questions
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DEADLINE

Project Grant Final Reports are due no later than 30 days after the project is completed, but no later than June 15, 2017. Final Reports received after the deadline may result in cancellation of the contract balance. See *FY2017 Application & Contract Compliance Guidelines* for a complete list of late Final Report penalties- <http://gaarts.org/grant-funding/manage-your-grant/grant-contract-compliance>

FINAL REPORT SUBMISSION

FY17 Project Grant Final Reports will be submitted via the GO online system.

ATTACHMENTS

The following will be completed online in GO:

- Narrative
- Budget vs. Actual Financial Report

The following will be attached to the report in GO:

- Contractor's Request for Reimbursement Form (CRR)
- Budget Breakdowns
- Support Material
- Residency Verification (if applicable)
- Change of Information Form (if applicable)

1. NARRATIVE- completed online in GO

GCA uses the Final Reports to compile information about the impact of GCA grants in the state. Please take time to provide thorough and thoughtful answers to the narrative questions. If your answers are incomplete, you will be contacted for additional information.

These are the questions you must answer:

- Provide a short summary of the project including a description, the dates, and the location. If any aspects of the project differed from what was described in the original application, note the changes and the reasons for the changes.
- For each goal that was listed in your original application, discuss your progress on meeting the goal and how you evaluated/measured your success at achieving your goal. If you did not meet your goal(s), discuss why the goal(s) were not met.
- GCA has four goals, which are listed below. Identify the GCA goal(s) that your project helps support and describe how your project helps GCA accomplish that goal in your community.
 - Economic Development- Utilize the arts to promote Georgia's economic growth
 - Community Impact- Support strong connections between artists, arts organizations and the public resulting in an improved quality of life
 - Advocacy- Act as a catalyst for increased public awareness of the value of the arts and of Georgia's rich cultural heritage
 - Capacity Building- Invest in the sustainability and advancement of Georgia's creative sector
- How did you actively make your project accessible to underserved audiences in your community?
- What was the impact of your project both on your organization and the community that you serve, including underserved audiences?
- Describe a specific story/anecdote which demonstrates the value of your project to a person/people in your community
- What impact did the GCA grant have on your project?

2. BUDGET

The GO system will have a copy of the budget that was submitted with the application. You will then fill in the actual expenses and income. If either the total expenses or total income for the project decreased by more than 20% from the application budget, provide an explanation for the overall decrease. Also explain whether or not the decrease had an impact on the overall quality of the project.

The following items will be attached to the Final Report:

3. CONTRACTOR'S REQUEST FOR REIMBURSEMENT (CRR)

Upload a scanned copy of the final CRR with an original signature. This form must show an actual signature; a typed name **will not** be accepted as a signature. The form can be found here:

<http://gaarts.org/grant-funding/manage-your-grant>

Please note: Mailing or e-mailing the CRR rather than including it with your final report will delay processing of your report and your final payment.

4. BUDGET BREAKDOWNS

Provide breakdowns of the following lines from your actual expenses and income:

1. Personnel-Administrative
2. Personnel-Artistic
3. Outside Fees
5. Remaining Expenses
17. Revenue-Other

5. SUPPORT MATERIAL

Attach no more than 2 images of publicity material from your programming which show compliance with the GCA logo requirements. Examples include, but are not limited to: flyers, brochures, postcards, posters, web pages, press releases, tickets, ads, etc. **DO NOT SEND HARD COPIES OF ANY MATERIAL.** If you did not print material for your project, or if material was printed prior to the grant announcement, there will be a place in the final report for you to detail how GCA was credited.

6. RESIDENCY VERIFICATION (not applicable to cities, counties, state colleges/universities or units of government)

If the person that will sign the Final Report is not the same person that signed your organization's FY17 GCA contract, then you are required to provide residency verification for the person that signs this report.

In order to comply with Georgia and federal law, GCA is required to verify our grantee's lawful presence in the US. In the case of non-profit organizations, this means that the person who is authorized to sign the Final Report for the organization must verify his/her lawful presence. Therefore, the person that signs the Final Report must provide a scanned copy of either the driver's license, Passport, or any other secure and verifiable document listed on the website of the Georgia Secretary of State: <http://law.ga.gov/immigration-reports>

7. CHANGE OF INFORMATION FORM (if applicable)

If the person that will sign the Final Report is not one of the two people designated as officials for your organization in your grant application, then you must submit a Change of Information Form, which can be found here: <http://www.gaarts.org/grant-funding/manage-your-grant>. If you have already

submitted this form in FY17, or if you have had no change in leadership, then you do not have to submit this form.

8. ECONOMIC IMPACT DATA

Go to GCA's online Economic Impact Calculator (EIC), provide the requested information and submit. You do not have to provide a copy of your EIC report with your e-Grant attachments. The EIC can be found here: <http://gaarts.org/eic?tmpl=component>

Please note: in past years, the EIC was found at www.gaartsimpact.org. This website is no longer active.