



**Georgia Council for the Arts
FY20 Grant Management Handbook**

Arts Education Program Grant

INTRODUCTION

Congratulations on your GCA grant!

This document outlines information regarding your FY20 grant. FY20 grantees are strongly encouraged to review this handbook as some policies have changed from previous years. Also, please review your contract carefully as it contains important information.

Important Deadlines

Return contract and all associated documents	August 2, 2019
Submit CRR for first payment (90% of grant)	Any time after expenses are at least double the amount being requested
Final Report	All final reports are due no later than 30 days after the end of the funded project. For Partner Grants, 30 days after the end of the funding period is July 31, 2020.

Questions about how to complete any of the forms should be directed to Delilah Johnson-Brown (dbrown@gaarts.org or 404-962-4837). Contracts and associated documents should be e-mailed to dbrown@gaarts.org.

Questions about your grant should be directed to your appropriate grant project manager:

- ✓ Allen Bell, Arts Education Manager (abell@gaarts.org or 404-962-4839) for Arts Education Program Grants
- ✓ Tina Lilly, Grants Program Director (tlilly@gaarts.org or 404-962-4827) for Project or Partner Grants

General Provisions

All awards are made on a fiscal-year basis according to the state of Georgia fiscal calendar (July 1 through June 30). The arts programming listed in the application must be completed within fiscal year 2020, and all expenses must be incurred within that same fiscal year.

CONTRACT PACKAGE

The package will contain:

- ✓ the state of Georgia contract
- ✓ FY20 Grant Management Handbook
- ✓ Vendor form, which requires a voided check via this link
<https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>
- ✓ W-9 form
- ✓ Contractor's Request for Reimbursement form (CRR)
- ✓ ADA Checklist
- ✓ Change of Information Form link-
<https://www.cognitoforms.com/GDECD1/GCAChangeOfInformationForm>

The package MAY contain:

- ✓ a Corrections and Stipulations (C&S) Memo

All grantees must return to GCA via e-mail to sfurqan@gaarts.org:

- ✓ Vendor form
- ✓ Voided check via the secure link provided
- ✓ W-9 form
- ✓ A signed contract
- ✓ ADA Checklist

Grantees **MAY** return to GCA:

- ✓ CRR - <http://gaarts.org/what-we-do/grants/arts-education-program-grant/>
- ✓ Change of Information Form (submitted online via the link above)
- ✓ Residency verification via this secure link provided (if your organization is a non-profit organization) - <https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>
- ✓ A C&S memo response (if you received a C&S memo in your contract package and it required a response)

These items must be e-mailed to GCA or submitted online via the links no later than August 2, 2019. If the items are not returned by the deadline, the contract will be cancelled and the grantee will not receive the FY20 award. In addition, FY21 grant panels will be informed that the contract was not returned, and they will take this into consideration when scoring.

If extenuating circumstances will prevent you from returning the contract by the deadline, contact Sanaa Furqan (sfurqan@gaarts.org) to request an extension.

Contract

Once GCA receives the contract package materials and everything is approved, GCA will e-mail a signed copy of the contract to the grantee. Contracts are not executed until signed, processed by GCA, and returned to the grantee.

The contract must be signed by one of the two authorized officials listed in the original application. If both of those people have left the organization, please complete a Change of Information Form and submit it at the same time that you send the contract. The signature must be an actual signature, not a typed signature. Please e-mail the entire contract as a single PDF document. We are not able to accept the contract saved as multiple documents or saved in any other format. We are also not able to accept only the signature page of the contract.

Vendor Form

All FY20 grantees must complete a Vendor Form, even if you have submitted one in the past. Please note that this form requires a copy of a voided check. The check may be submitted via this secure link: <https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>. The address on the check and the Vendor Form must match in order for the state to issue a check to your organization.

W-9 Form

All FY20 grantees must complete a W-9 Form, even if you have submitted one in the past.

Residency Verification

Residency verification is required of all non-profit organizations. It is not required of government entities, public libraries, city or county schools or state colleges/universities. See Section 3 of the contract for complete details about this requirement.

If your organization is required to submit Residency Verification, the person who signs the contract should submit a copy of his/her driver's license, Passport or other authorized document via this secure link: <https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>

Corrections and Stipulations Memo (C&S Memo)

If a grantee's application has errors, omissions and/or provides incomplete or confusing information, that grantee will receive a C&S Memo which details the information that must be provided to GCA before the grant contract will be executed. The C&S Memo and the grantee's response will become part of the binding contract with the state. If the C&S Memo states that no response is needed, then the applicant does not have to return anything to GCA with the contract related to the C&S Memo.

Contractor's Request for Reimbursement (CRR)

In order to receive grant funds, a grantee must submit a Contractor's Request for Reimbursement (CRR). This form was e-mailed to grantees with the contract. Grantees may request 90% of the grant during the grant year, and the final 10% is requested when the Final Report is submitted. A CRR may not be submitted until grant expenses totaling at least double the CRR request amount have been incurred. For instance, if a grantee is awarded \$5,000 for a Project Grant, then the grantee may request \$4,500 (90% of the award) once \$9,000 in expenses have been incurred. The CRR can be found here: <http://gaarts.org/what-we-do/grants/arts-education-program-grant/>.

Please note the following:

- ✓ The address on the CRR must match the address that was submitted on the Vendor Form and the voided check.
- ✓ The CRR may be submitted along with the contract as long as enough expenses have been accrued to meet the requirement detailed above.
- ✓ CRRs submitted during the year should be e-mailed to Delilah Johnson-Brown (dbrown@gaarts.org).
- ✓ No CRR will be processed if requirements from the preceding fiscal year, the Contract Package or the Final Report are outstanding.

Change of Information

Link to Change of Information Form-

<https://www.cognitofrms.com/GDECD1/GCAChangeOfInformationForm>

Keeping your online account up-to-date is important to ensure that you are receiving notifications from GCA regarding your grant and that your grant payments are sent to the correct location.

Grantees must complete a Change of Information Form if there are any changes to an organization's

- ✓ Phone number
- ✓ Address
- ✓ Contact person
- ✓ Authorized officials

Please allow up to two weeks for GCA to make the changes in your account. We will notify you when the changes have been made.

DURING THE YEAR

This section addresses things that you should keep in mind during the grant year.

Contact Legislators

GCA wants our state legislators to be aware of the work of our grantees as well as the impact of your GCA grant. All FY20 GCA grantees are required to write a letter to both of their state legislators (one Senator and one House Representative) which include the following information:

- ✓ the number of people served by the organization
- ✓ the ways that the organization serves its community
- ✓ the ways that the GCA grant will better enable the organization to serve its community
- ✓ an invitation to the funded program(s) (if applicable)

You will be required to submit copies of the letters with your Final Report.

Unused Funds

Throughout the fiscal year of the award, grantees may be unable to use some or all of the award funds due to a variety of reasons, such as the match will not be met or the arts programming has been cancelled. Regardless of the reason, **GCA must be notified prior to May 1, 2020 about funds that will not be utilized.** With advanced notice of these dollars, GCA can reallocate the funds for other arts programming. If GCA does not find out about unused funds until after June 30, 2020, then we must return the money to the state and we cannot reallocate the money to another arts organization.

Programming Changes

If the programming and/or goals that were outlined in your original application change significantly during the grant year, contact your grant manager to discuss the changes. GCA understands that sometimes, the scope of a project changes. While this is not always problematic, sometimes, the changes take the project too far away from the version that was approved by the panel in the application. **Discussing changes with GCA early in the process will allow time to make any adjustments needed to avoid penalties** for not fulfilling the project as outlined in the application.

FINAL REPORT

This section addresses your Final Report and other things you should keep in mind at the end of the year.

Final Reports are required of all GCA grantees. All final reports are due 30 days after the completion of the project. For Partner Grants, this means that the report is due July 31, 2020, which is 30 days after the end of the funding period. Partner Grantees may not submit their final report prior to July 1, 2020 as the report must contain financial information for the entire funding period, which does not end until June 30, 2020.

GCA will publish instructions for Project and Arts Education Program Grant final reports in the fall of 2019. Partner Grant final report instructions will be published in the spring of 2020. Final report instructions will be available on [Arts Education Grant page](#) on the GCA website.

If the Final Report is not submitted by the deadline, there will be a 10% reduction to the grant, and grant panels in the following year will be notified that the grantee did not fulfill the terms of the grant contract.

Goals

In the Final Report, grantees will report on the progress they made accomplishing the goals that were outlined in the application.

Match Requirements

Project, Partner and Arts Education grants require a 1:1 cash match. The matching funds must be received by the grantee by June 30, 2020. Failure to raise the cash match results in cancellation of the unmatched portion of the award. In-kind contributions of goods, services, or space are not allowed as a match.

Total Expenses

GCA will not reimburse an organization more than 50% of total expenses as shown in the Final Report Financial Report. For instance, if an organization is awarded a Project Grant of \$5,000, but the final report shows that the organization only had a total of \$8,000 in expenses, the organization will only receive \$4,000 of the total grant amount.