



FY20 Project Grant Final Report Guidelines

Contact Tina Lilly, Grants Program Director, with questions
tlilly@gaarts.org OR 404-962-4827

UNUSED GRANT FUNDS

If a grantee is not going to spend the full grant amount, GCA must know early enough in the fiscal year to reallocate those funds to another arts project. If GCA is not notified about unused funds until late in the fiscal year (May-June), there is not time to reallocate the money and it must be returned to the state's general fund. In the recent past, unused funds in one year have had a negative impact on GCA's budget in the following year.

Please help us protect and utilize all of the state's arts appropriation by submitting your Final Report on time and notifying GCA as soon as possible if you believe that you will not utilize all of your grant funds.

DEADLINE

Project Grant Final Reports are due no later than 30 days after the project is completed. Final Reports received after the deadline may result in cancellation of the contract balance. In addition, FY21 Grant Review Panels will be notified if any applicant submitted a late FY20 final report, which may have an impact on the organization's final scores.

FINAL REPORT SUBMISSION

FY20 Project Grant Final Reports will be submitted via the Foundant online system-
<https://www.grantinterface.com/Home/Logon?urlkey=gaarts>

REQUIREMENTS

The following will be completed online within Foundant:

- **Narrative**

The following will be attached to the online report in Foundant:

- **Financial Report Form**
- **Financial Breakdowns**
- **GCA Credit Verification**
- **Contractor's Request for Reimbursement Form (CRR)**
- **Letters to Legislators**
- **Photos**
- **Locations where project took place (if needed)**

The following will be completed via these links-

- **Residency Verification-** <https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>
This is only required if the grantee is a non-profit organization and the person signing the final report is different from the person that signed the grant contract.
- **Change of Information Form-** <https://www.cognitoforms.com/GDECD1/GCAChangeOfInformationForm> This is only required if the person signing the final report is not listed as an authorized official in the organization's original grant application.

FOUNDANT

All FY20 Final Reports must be submitted via Foundant, GCA's online grant system

<https://www.grantinterface.com/Home/Logon?urlkey=gaarts>.

This is the same system through which you submitted your FY20 grant application.

After you log in, go to your Applicant Dashboard. You will see your FY20 Project Grant Application.

Underneath, you will see a section entitled Follow Up Forms. Underneath will be a form entitled

Follow Up- FY2020 Project Grant Final Report. To open it, click EDIT to the right.

Once you have accessed the FY20 Project Grant Final Report:

- If you would like a copy of the Foundant Final Report, click the Question List button.
- Note that any fields with an asterisk are required fields.
- The system will auto-save every 100 characters typed or every time you click out of a field.
- Some fields have character limits. Responses that are longer than the set limit will be saved, **but** an error message will appear informing you that the limit has been exceeded. You will not be allowed to submit the form until the length of the response has been decreased.
- If you save and exit the system, you will access the draft of your report from your Dashboard the next time you log in. Pick up where you left off by clicking the pencil icon to the right of the request.

NARRATIVE- completed online in Foundant

These are the questions you must answer. The character limit for each is 3,000 characters unless otherwise indicated.

- 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.
- How did you actively make your project accessible to underserved audiences in your community? *(1,500 character limit)*
- What was the impact of your project both on your organization and the community that you serve, including underserved audiences? *(1,500 character limit)*
- 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?

The following items will be attached to the Final Report:

FINANCIAL REPORT FORM

The Financial Report Form can be found here: <http://gaarts.org/grant-funding/manage-your-grant/grant-contract-compliance>

The Financial Report Form will provide a table into which you will enter the actual income and expenses for your project.

- Total income and total expenses do not have to be even.
- Include **ALL** income and expenses for the project

If either the total expenses or total income for the project decreased by more than 20% from the application budget, provide an explanation in the space indicated on the form for the overall decrease. Also explain whether or not the decrease had an impact on the overall quality of the project.

FINANCIAL 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

- The breakdown should include a description and amount for all items that make up the total for that line.
- For lines 1 and 2 (personnel), list the positions included in the total for that line. You do not have to list the individual salary for each position. Indicate whether each position is full-time (FT) or part-time (PT)
- Organizations with multiple employees in similar positions may group those positions together and list the number of positions included.

Use this format for the Breakdowns.

EXAMPLE

Budget Line	Expense	Eligible GCA Expense	Ineligible GCA Expense	Total
1-Personnel Administrative	Executive Director (FT)			
	Curators (FT)- 2			
	Security (PT)- 3			
	TOTAL			\$10,000
5-Remaining Expenses	Utilities	\$246		
	Reception		\$933	
	Rent for Gallery Venue	\$750		
	Supplies to hand artwork	\$256		
	TOTAL			\$2,185

The following are ineligible expenses:

- Capital Expenditures/Equipment, which are permanent fixtures or equipment with a useful life of over one year that cost more than \$5,000. This includes:
 - Buildings or real estate
 - Renovations or improvements involving structural changes
 - Roads, driveways, parking lots or other projects/repairs
 - Permanent or generally immobile equipment
- Fundraising event expenses (Fundraisers are events planned to raise money that are not related to the organization’s mission.)
- Programming outside of Georgia
- Tuition for college/university study
- Scholarships, prizes, or endowment funds
- Debt and interest associated with capital expenditures
- Depreciation
- Bad debt
- Alcohol or concessions

- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Programs that are not arts-based
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (see <http://www.gsa.gov/portal/category/100120> for a breakdown of travel rates)
- Any expenses labeled as miscellaneous, other, additional expenses, discretionary expenses, slush fund, etc.

GCA CREDIT VERIFICATION

Attach an image of publicity material from your programming which shows 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, then attach a list of the ways in which GCA was credited, such as through an announcement before an event.

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.

LETTERS TO LEGISLATORS

All FY20 grantees are required to write letters to their two state legislators describing the project and thanking them for support. Copies of these letters should be attached to the final report.

PHOTOS

Submit at least two high resolution photos of your funded program that GCA can use on our website or in published material. In the box available online in this section, please enter any applicable information, such as the photo credit, name of the production, name of the artist whose work is pictured, etc.

LOCATIONS WHERE PROJECT TOOK PLACE (if needed)

The online final report form will ask grantees to fill in the address where the funded project took place. If the project took place in more than one location, please attach a spreadsheet which contains the street address, city, state and zip code for each location. In addition, add the number of days that the project took place in each location.

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

Submit the Residency Verification here:

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

If the person that will sign the Final Report is not the same person that signed your organization's FY20 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>

CHANGE OF INFORMATION FORM

This form is only required if the person signing the final report is not listed as an authorized official on the original application. <https://www.cognitofrms.com/GDECD1/GCAChangeOfInformationForm>
You do not have to provide a copy of this form with your final report attachments.