



UNUSED GRANT FUNDS

Please let GCA know ASAP if you are not going to spend all of your grant.

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.

FY20 Vibrant Communities Handbook

Congratulations on your Vibrant Communities Grant!

This document should answer most of your questions about the grant and its requirements. If you have any questions that are not answered here, please contact Allen Bell (abell@gaarts.org or 404-962-4839) or Delilah Johnson-Brown (dbrown@gaarts.org or 404-962-4837).

Important Points

While you should read this entire document, these are the most important points that you should remember concerning your Vibrant Communities Grant:

- Return the contract, proof of residency, Vendor Form, canceled check, and W9 by **November 12, 2019**, or else your grant will be cancelled.
- You must submit a Request for Reimbursement Form to receive a payment.
- You must spend money on your project before you submit a Request for Reimbursement Form.

- It can take up to two months to process a Request for Reimbursement. If you return your Request for Reimbursement Form with your contract, you will likely not receive your payment until January.
- Your final report is due 30 days after the completion of your project. We will send final report instructions in the coming weeks.
- Call or e-mail GCA anytime with questions.

Timeline

By November 12, 2019	Step 1 - Return completed documents
Anytime	Step 2 - Submit request for reimbursement
30 days after project	Step 3 - Submit final report

Step 1- Return completed documents

Required documents must be e-mailed to dbrown@gaarts.org no later than **November 12, 2019**. The list of requirements is below, and complete details for each item follow the list of requirements.

All grantees must submit:

- Contract
- Vendor Form
- Voided check
- W9 Form
- ADA Checklist

Non-profit organizations must submit:

- Proof of Residency (section 7 in the contract)

Contract and Stipulations (C&S) Memo:

- Grantees who are required to submit additional materials or clarification must return items requested with the contract package. Not all grantees will receive a C&S Memo, and not all C&S Memos require additional information.

The voided check and proof of residency should be submitted here:

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

All other required documents must be e-mailed together in a single e-mail to dbrown@gaarts.org. Documents sent separately or mailed will not be accepted.

Contract

These are sections of the contract about which grantees frequently have questions.

- **Section 7 - Proof of Residency** - All non-profit organizations must prove that the person signing the contract is a legal US resident. This means that you must submit a copy of that person's driver's license, Passport, or other approved form of ID. This requirement is only for non-profit organizations. Government entities such as city or county governments, schools, libraries, or state colleges and universities are excluded from this requirement. The Residency Verification Form can be completed here: <https://www.cognitofrms.com/GDECD1/GCAResidencyVerification>
- **Section 8.3 - Ineligible Expenses** - GCA's funds cannot be spent on the items listed in this section.
- **Section 6 - GCA Credit** - GCA must be credited for supporting your project. You may print GCA's logo on your marketing material, or you may make an announcement before an event. The language you should use is included in this section of the contract. GCA's logo is available at www.gaarts.org under What We Do/Grants/GCA Logo.
- **Signature** - The contract must be signed by a person with the grantee organization that has the authority to enter into legal agreements.
- **FEIN** - This is your Federal Employment Identification Number. It can be found on your IRS designation letter.
- **DUNS** - Grantees must have a DUNS number, which is a unique nine-digit identifier for businesses. If you do not know whether or not your organization has a DUNS number, or if you need to apply for one, go to this site: <http://www.dnb.com/get-a-duns-number.html> There is no cost to apply and no need to expedite your application. You may submit your forms and contract without the DUNS number and e-mail the number to GCA once you have it. You must have a DUNS number in order to receive a grant payment.

Vendor Form

You must submit a Vendor Form even if you have submitted one in prior years.

These are sections of the Vendor Form about which grantees frequently have questions:

- **Vendor Number** - leave this blank
- **FEI/SSN/EMP ID Number** - enter your FEIN, which you also submitted under the signature line of the contract. Do not enter a Social Security Number.
- **Vendor Name** - This is the name of the organization that is associated with the FEIN. This may be different than the name of the grantee.
- **Payment ALT Name** - If the name of the grantee is different than the name entered in the previous line, then enter the name of the grantee on this line.
- **Address** - The address entered here should be the address of the organization listed under Vendor Name.

- **Section 2 Bank Account Information** - Grant payments are made via electronic funds transfer. Please note that you must also submit a copy of a voided check with the form. You can upload a copy of your voided check here: <https://www.cognitofrms.com/GDECD1/GCAResidencyVerification>.
- **Signature** - ALL organizations completing the Vendor Form must sign this section.

W9 Form

You must submit a W9 Form even if you have submitted one in prior years.

These are sections of the W9 Form about which grantees frequently have questions:

- **Name** - This should be the name of the organization that is associated with the FEIN. This may be different than the name of the grantee.
- **Business Name** - If the name of the grantee is different than the name entered in the previous line, then enter the name of the grantee on this line.
- **Tax Classification** - Most grantees will check the box that says OTHER. See the W9 instructions for complete information.
- **Exemptions** - Any 501(c) nonprofit organization will enter 1. State organizations will enter 3. See the W9 instructions for complete information.
- **Address** - This should be the address of the organization attached to the FEIN number.
- **Part 1 - Taxpayer Identification Number** - Enter the FEIN under Employer Identification Number. Do not enter a Social Security Number.

Corrections and Stipulations Memo (C&S Memo)

If a grantee's application has errors, omissions and/or provides incomplete or confusing information, the 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.

Step 2: Change of Information

If the grant contact person for your organization has changed since the application was submitted, please complete a Change of Information Form at this link:

<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.

Step 3: Request funds

The Contractor's Request for Reimbursement Form (CRR) for Vibrant Communities can be found here:

<http://gaarts.org/what-we-do/grants/vibrant-communities-grant/>

Grant payments are not automatically sent to grantees. You must submit a Request for Reimbursement Form to receive funds. This form was sent via e-mail along with your contract.

These are important points to remember about the Request for Reimbursement Form:

- You must spend money on your project before you may submit the Reimbursement Form. GCA will then send a payment to reimburse you for your expenses.
- You may only submit up to two total Request for Reimbursement Forms. The first one may be submitted at any time. The second will be submitted with your final report. If you don't want to request two payments, you may request a single payment for the total grant amount with your final report.
- The Reimbursement Form will ask for "Total expenses incurred for the project as of today." This means the total amount of money that you have spent on the project so far.
- On the Form, there is a line for the amount requested from GCA. To calculate this amount, calculate 70% of the amount you listed under "Total Expenses Incurred..."
- If the amount you are requesting is more than 70% of your total grant, then GCA will amend your request to 70% of your grant amount.

For example, if you have spent \$3,000 so far on a project, you may submit a Request for Reimbursement asking for \$2,100, which is 70% of \$3,000. If you request \$2,100 and your total grant award is \$2,500, then GCA will adjust your request to 70% of the total award, which is \$1,750. You would then request the balance of \$750 with your final report.

When your final report is filed, your total grant payments from GCA cannot exceed 70% of total expenses.

Because payments go out from a department that is separate from GCA, we cannot tell you exactly when a payment will arrive.

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.

Step 4: Contact state legislators

Please take a moment to write, e-mail, or call your state legislators to thank them for providing the Vibrant Communities funding. If your project involves an event such as a performance, an opening reception, etc., please invite your legislators.

If you need contact information for your state legislators, go here:

<http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx>

Step 5- Final Report

The Final Report is due no later than 30 days after the completion of your project.

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 Vibrant Communities Application. Underneath, you will see a section entitled Follow Up Forms. Underneath will be a form entitled Follow Up - FY2020 Vibrant Communities Final Report. To open it, click EDIT to the right.

Once you have accessed the FY20 Vibrant Communities 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.

Your final report must contain the following:

- **Narrative:** You will be required to answer the following questions:
 - Briefly describe your project, including the dates, number or attendees/participants, and artists involved.
 - Did anything about the project change from what was proposed in the application? If so, what were the changes?
 - How did this project benefit your local community?
- **Examples of GCA Credit:** Submit no more than 2 copies of material showing that GCA was credited as a sponsor of the project. This could include postcards, ads, flyers, programs, etc. If GCA was not credited in print material, explain how GCA was credited.
- **Request for Reimbursement Form:** On this form, you will enter the total amount that you have spent on the project. You will also enter the amount you are requesting from GCA, which is the balance that you are owed on your grant. If you have already received a grant payment from GCA, then subtract that amount from the total grant award. If you have not received a payment from GCA, then enter the total amount of the grant.
- **Letters to Legislators:** Copies of letters to your organization’s two state legislators thanking them for the award and inviting them to attend the event.
- **Budget vs. Actual:** Submit your project budget alongside the actual income and expenses using the following format. You may reproduce this table within Word or an Excel spreadsheet. Add as many lines as you need for all of the expenses and income.

	Budget submitted with application	Actual expenses and income for the project
Expenses (list below)		
Total Expenses		
Income (list below)		
Vibrant Communities Grant		
Total Income		

Remember when completing your Budget vs. Actual report:

- Your report must show income. Income includes any source that you used to pay for the expenses, including cash that you already had on hand.
- Your income must be at least as much as total expenses, and you must show at least a 50% cash match for the grant amount.
- Include the total amount of your Vibrant Communities Grant under income.
- The expenses and income that you list under Actuals should be the actual amounts that you spent or brought in. These will likely not be exactly the same as your budget amounts. You should include any actual income or expenses that you had, even if those items did not appear in your original application budget.
- Do not include in-kind. In-kind is defined as materials or services donated to your project.
- Your total grant payments cannot exceed 70% of total expenses.

Tips

Below are some tips and points to remember:

- The person listed as the contact in your application should be the single person contacting GCA on behalf of your organization.
- If you e-mail GCA with a question, please include the name of your organization and what county you are in so that we can quickly find your records and answer your question.
- Processing a Request for Reimbursement can take time because we have to send that request to another department to be processed. Please allow up to 8 weeks to receive your payment.
- If your project changes from what you outlined in your application, please contact GCA so that we can discuss whether or not those changes will have an impact on your award amount. Remember that the parameters of the project in the application were approved by a grant panel, so if the project strays significantly from what was approved, it may mean that you will not receive the award.
- GCA should be credited as a sponsor of the event. If you print marketing material such as posters or flyers, you should include the GCA logo. If not, you can make an announcement before the event or put up a poster noting GCA's sponsorship. You will be required to send in an example of printed material with GCA's logo with your final report. The logo can be found here: <http://gaarts.org/what-we-do/grants/gca-logo-requirements/>
- Please contact Allen Bell (abell@gaarts.org or 404-962-4839) if you have any questions. We know that there are a lot of steps involved with the grant and we are happy to answer any questions that you may have.