



**Georgia Council for the Arts
FY21 Grant Management Handbook**

INTRODUCTION

Congratulations on your GCA grant!

This document outlines information regarding your FY21 grant. FY21 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 10, 2020
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 30, 2021.

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

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 2021, and all expenses must be incurred within that same fiscal year.

CONTRACT PACKAGE

The package will contain:

- the state of Georgia contract
- FY21 Grant Management Handbook
- Vendor form, which also requires a voided check to be uploaded via this link: <https://www.cognitoforms.com/GDECD1/GCAResidencyVerification>

- W-9 form
- Change of Information Form link:
<https://www.cognitoforms.com/GDECD1/GCACHangeOfInformationForm>

NOTE- The handbook, Vendor Form and W9 will be combined in a single document.

The package MAY contain:

- a Corrections and Stipulations (C&S) Memo

All grantees must return to GCA:

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

All documents should be e-mailed to dbrown@gaarts.org

Grantees **MAY** return to GCA:

- Contractor's Request for Reimbursement Form (CRR)- instructions are on page 6
- 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 requires a response)

These items must be e-mailed to GCA to dbrown@gaarts.org and submitted online via the links no later than August 10, 2021. If the items are not returned by the deadline, the contract will be cancelled and the grantee will not receive the FY21 award. In addition, FY22 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 Delilah Johnson-Brown (dbrown@gaarts.org) to request an extension.

COVID-19 Project Grant and Arts Education Grant Change Form

In addition to the items that must be submitted with the contract, organizations that will be making changes to their funded programs because of COVID-19 should complete the FY21 Project Change Form, which is part of the online grant system. When you log on to the system, you will see the follow-up listed below your grant application. Click EDIT to start completing the form.

While GCA will allow changes to the program due to COVID-19, the revised program must still serve the same audience and purpose as the original program.

GCA will consider the following requests for changes:

- **Change of Date:** Grantees may change the dates of their program as long as it takes place prior to June 30, 2021.
- **Change from a Live Event to a Virtual Event**
- **Change of Artist/Program:** GCA will consider requests to change the artist or program if the change is related to COVID-19. The new program must serve the same audience and purpose as the original program. For instance, if the original program involved a live performance for students, and the company booked for the performance is not currently touring because of COVID-19, the grantee could change to an artist who can do a virtual performance for the same students.
- **Cancellation:** If the funded program cannot take place, and the option is not available to postpone the event or switch to a new artist, the grantee can cancel the event. Grantees that cancel an event will not be able to receive any funds from the grant as the funds will be reallocated to other projects.

Once the form is submitted, GCA will be in touch to notify the organization whether or not the change is approved.

COVID-19 Partner Grant Change Form

In addition to the items that must be submitted with the contract, organizations that will be making changes to their funded programs or their goals because of COVID-19 should complete the FY21 Change Form, which is part of the online grant system. When you log on to the system, you will see the follow-up listed below your grant application. Click EDIT to start completing the form.


Contract

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.

Vendor Form

All FY21 grantees must complete a Vendor Form, even if your organization has 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.cognitofrms.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.



SUPPLIER (VENDOR) MANAGEMENT FORM

The Vendor Liaison should submit this form to SAO Vendor Management Group for verification and approval. Agency Liaisons MUST complete Section 5 of the form to obtain approval. All necessary supporting documentation must be attached.

SECTION 1 – SUPPLIER IDENTIFICATION (Complete all fields) NEW EXISTING

SUPPLIER NUMBER: FEI/SSN/TIN NUMBER:

SUPPLIER NAME:

PAYMENT ALT NAME: (IF PAYABLE TO DIFFERENT NAME) Only if the company uses another name

ADDRESS:

CITY: STATE: ZIP CODE:

COUNTRY: DRIVERS LICENSE #: DL STATE:

PRIMARY #: EXT: SECONDARY #: EXT:

LANDLINE CELL (USED FOR IDENTITY VERIFICATION) LANDLINE CELL (USED FOR IDENTITY VERIFICATION)

CONTACT EMAIL:

SECTION 2 – BANK ACCOUNT INFORMATION (REQUIRED FOR ALL NEW SUPPLIERS OR CHANGES/ADDS FOR EXISTING SUPPLIERS)

ROUTING #: BANK ACCOUNT #:

Check here if General Bank Account can be used by ALL State of Georgia agencies making payments.

Check here if this account can only be used for SPECIFIC purpose.

Describe specific purpose

ACCOUNTS RECEIVABLE NOTIFICATION

PYMT REMIT EMAIL: LOCK:

PYMT REMIT EMAIL: LOCK:

I authorize the state of Georgia to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify the state of Georgia of any changes to the bank account information. The state of Georgia independently authenticates bank account ownership.

* *

Printed Name of Company Officer Signature of Company Officer Date

SECTION 3 – SPECIFY TYPE OF ACTION (Check all that apply)

<input type="checkbox"/> Classification Change	<input type="checkbox"/> Reactivate/Deactivate (Enter Justification in Section 4)	<input type="text"/> 1099 Code
<input type="checkbox"/> Name/FEI/TIN Change	<input type="text"/> Change Address (Address#)	<input type="text"/> Add Address
<input type="checkbox"/> Add Bank Account	<input type="text"/> Bank Acct. Change (Loc#)	<input type="text"/> HCM Vendor
<input type="checkbox"/> Statewide Contract (SWC)	<input type="text"/> Other (Details in Section 5)	

SECTION 4 – TYPE OF BUSINESS (Check all that apply) based on Georgia law (OCGA 50-5-21) (3) "Small business" means a business which is independently owned and operated. Additionally, such business must have either less than 500 employees OR less than \$30 million in gross receipts per year.

BUSINESS CERTIFICATIONS – CHECK ALL THAT APPLY		MINORITY BUSINESS ENTERPRISE (51% Owned):	
<input type="checkbox"/> Small Business	<input type="checkbox"/> Women Owned	<input type="checkbox"/> Hispanic – Latino	<input type="checkbox"/> African American
<input type="checkbox"/> GA Based Business	<input type="checkbox"/> Minority Business Certified	<input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander
			<input type="checkbox"/> Native American
			<input type="checkbox"/> Not Applicable

SECTION 5 – ADDITIONAL COMMENTS

AGENCY USE ONLY

STATE OF GEORGIA AGENCY LIAISON CONTACT INFORMATION (TO BE COMPLETED BY AGENCY LIAISON ONLY, ALL FIELDS ARE REQUIRED.)

By my signature, I certify that all reasonable effort has been made to submit information that is complete, accurate, true, and is associated with the supplier name and Tax ID listed above.

Liaison Name: Agency BU#:

Signature: Date:

Email: Phone:

State Accounting Office Revised 03-01-2020

Vendor Form Instructions

Section 1

- **Supplier Identification**- Check NEW if your organization has not received a grant from GCA in the past five years. Check EXISTING if your organization has received a grant from GCA in the past five years.
- **Supplier Number**- Leave this blank unless you know your number from a previous grant.
- **FEI/SSN/TIN Number**- Enter the organization's Federal Employment Identification (FEI) Number. DO NOT enter a Social Security Number for an individual.
- **Supplier Name**- Enter the name of the organization.
- **Payment at Name**- If the organization would like the check written to a name that is different from the organization's legal name, enter the alternate name in this line.
- **Address**- This address MUST match the address that is printed on the canceled check that will be submitted with the Vendor Form.

- **Driver's License Number and State**
- **Primary Phone Number and Secondary Phone Number**
- **Contact Email**

Section 2

- **Routing Number and Bank Account Number-** These should both match the numbers imprinted on the blank check that you will submit.
- **Printed Name of Company Officer, Signature and Date**

You may skip Sections 3, 4, and 5, as well as any questions from Section 2 that are not listed in the above instructions.

W-9 Form

All FY21 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.cognitofrms.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 form can be found online:

Project Grant - <https://gaarts.org/what-we-do/grants/projectgrant/>

Arts Education Grant - <https://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).
- The CRR for the final grant payment should be submitted along with the final report.
- No CRR will be processed if requirements from the preceding fiscal year, the Contract Package, or the Final Report are outstanding. This does not apply to FY20 contracts that were extended due to COVID-19.

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 FY21 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)

If you need contact information for your state legislators, go here:
<http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx>

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 by May 3, 2021, 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 well in advance of the end of the fiscal year on June 30, 2021, 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 30, 2021, which is 30 days after the end of the funding period. Partner Grantees may not submit their final report prior to July 1, 2021, as the report must contain financial information for the entire funding period, which does not end until June 30, 2021.

GCA will publish instructions for Project and Arts Education Program Grant final reports in the fall of 2020. Partner Grant final report instructions will be published in the spring of 2021. Final report instructions will be available on GCA's website on the page for each grant type:

<https://gaarts.org/what-we-do/grants/>.

If the Final Report is not submitted by the deadline, 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, 2021. 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 Form. 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.