



Georgia Council for the Arts FY21 Vibrant Communities Grant Handbook

UNUSED GRANT FUNDS

Please let GCA know ASAP if you will not be able to spend all of the grant funds awarded.

If a grantee is unable 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), then there is not enough time to reallocate the funds and they must be returned to the state's general fund. GCA seeks to minimize the amount of funds that must be returned to the state from the arts grant budget.

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 be able to utilize all of the grant funds awarded.

INTRODUCTION

Congratulations on your FY21 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:

- For general questions about your grant, grant project, or if you have changes to your grant project, contact Allen Bell at abell@gaarts.org or 404-962-4839.
- For questions about your grant contract, forms that need to be completed as part of the grant contract package, or requests for reimbursement, contact Delilah Johnson-Brown at 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, ADA checklist, Vendor Form, and W-9 by **November 18, 2020**, or your grant may be cancelled.
- You must submit a Request for Reimbursement Form to receive a grant payment.
- You must spend funds on your project before you submit a Request for Reimbursement Form.
- It may 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.

Important Deadlines

Return contract and all associated contract package documents	November 18, 2020
Submit Request for Reimbursement for first payment (up to 70% of grant award)	Any time after expenses are at least 50% more than the amount being requested
Final Report	All final reports are due no later than 30 days after the end of the funded project. The funded project must be completed no later than June 1, 2021, so the final report is due no later than June 30, 2021.

Grant Contract Paperwork Workshop

This year, GCA will offer a workshop to walk grantees through the process of completing the grant paperwork. This workshop will take place on **Tuesday, November 10, 2020, at 2:00 p.m.** Grantees are not required to attend, but if you have questions about the paperwork or if you are a new grantee, this workshop will provide an opportunity to allow the GCA staff to assist you. We will send the link to the workshop to all grantees on Monday, November 9, 2020.

General Provisions

All Vibrant Communities Grant projects are to take place from October 15, 2020, through June 1, 2021. The program listed in the application must be completed within fiscal year 2021, and all expenses must be incurred within that same fiscal year. If your organization will not be able to complete the funded project within that timeline, GCA must be notified as soon as that is apparent.

CONTRACT PACKAGE

Required contract package documents must be submitted through the GCA online grants system at <https://gaarts.org/apply/> no later than **November 18, 2020**. The list of requirements is below, and complete details for each item follow the list of requirements.

All grantees must complete and return:

- Contract
- Vendor Form
- W-9 Form
- ADA Checklist

All required documents must be submitted through the follow-up form for the contract and contract package in GCA's online grant system, the same system where you submitted your FY21 Vibrant Communities Grant application: <https://gaarts.org/apply/>.

To submit the forms online:

- Log in to your online GCA grant account at <https://gaarts.org/apply/>
- Click on the home icon and go to Active Requests
- Find your FY21 Vibrant Communities Grant application
- Under the application, look for a green bar that says, Follow-Up Contract Package Return
- Click EDIT to the far right to access the online form
- Complete and upload the required forms and click SUBMIT

Non-profit organizations also must submit:

- Proof of Residency (section 7 in the contract)

The Proof of Residency should be submitted here:

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

The package **MAY** contain:

- A Corrections and Stipulations (C&S) Memo

Grantees **MAY** email to GCA at abell@gaarts.org:

- A C&S memo response (if you received a C&S memo in your contract package and it requires a response)

Contract

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

- **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.
- **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.
- **Section 8.3 - Ineligible Expenses** - GCA's funds cannot be spent on the items listed in this section.
- **Signature** - 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.
- **FEIN** - This is your Federal Employment Identification Number. It can be found on your IRS designation letter and at the top of the contract. Please confirm that the FEIN number included at the top of the contract is correct.
- **DUNS** - Grantees must have a DUNS number, which is a unique nine-digit identifier for businesses. The DUNS number on record can be found at the top of the contract. Please confirm that the DUNS number included at the top of the contract is correct. 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 for a DUNS number and there is no need to expedite your application. You must have a DUNS number in order to receive a grant payment.

Supplier (Vendor) Information Form

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

Skip to Section 1 and begin answering questions there. Leave everything blank above Section 1.

Section 1

- **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. This name should match the one on your grant application as well as your IRS letter if your organization is a non-profit.
- **Payment Alt 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**
- **Primary Phone Number and Secondary Phone Number** - Enter a phone number where a representative from your organization can be reached. If your office is closed because of COVID, enter a cell number. A representative from the State Accounting Office (SAO) will contact you on this number to verify the information included in the Vendor Form. If you do not answer the call from the SAO to confirm your organization's banking information, then your grant payment will be issued as a paper check rather than through direct deposit.
- **Contact Email**

Section 2

- **Routing Number and Bank Account Number**
- **Check one of the two check boxes**
- **Payment Remit Email** - Enter email addresses here if you want to be notified when the electronic payment takes place.
- **Signature**

Section 3

- **Returning Grantees** - If your organization has received a grant from GCA in the past, then select the second box - Reactivate Supplier Profile
- **New Grantees** - If your organization has not received a grant from GCA in the past, then select the last box - Other. Then go to Section 5, and in the box provided, enter New Account.

Section 4

- Check any that apply to your organization.

Section 5

- **For New Grantees** – Enter New Account.

W-9 Form

All FY21 grantees must complete a W-9 Form, even if you have submitted one in the prior years.

These are sections of the W-9 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)3 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.

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 or 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.

Request for Reimbursement

In order to receive grant funds, a grantee must submit a Request for Reimbursement. This form was e-mailed to grantees with the contract. Grantees may request up to 70% of the grant during the grant year. The final 30% is requested when the Final Report is submitted. A Request for Reimbursement may not be submitted until **grant expenses totaling at least 50% more than the CRR request amount have been incurred**. For instance, if a grantee is awarded \$5,000 for a Vibrant Communities Grant, then the grantee may request \$3,500 (70% of the award) once at least \$5,250 in expenses have been incurred.

The Request for Reimbursement Form for Vibrant Communities Grants may be found here: <http://gaarts.org/what-we-do/grants/vibrant-communities-grant/>.

Please note the following:

- The address on the Request for Reimbursement must match the address that was submitted on the Vendor Form.

- Requests for Reimbursement submitted during the year should be e-mailed to Delilah Johnson-Brown (dbrown@gaarts.org).
- The Request for Reimbursement submitted for the final grant payment should be returned with the final report.
- No Request for Reimbursement 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.

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 State Senator and one State 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)

To find contact information for your state legislators, click on the link below:

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

You will be required to submit copies of the letters to state legislators 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 advance notice about a grantee's inability to spend grant funds on the project, 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 or may require the submission of a grant change form.

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.

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.

FINAL REPORT

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

All FY21 Final Reports must be submitted via GCA's online grant system at <https://gaarts.org/apply/>. This is the same system through which you submitted your FY21 grant application.

After you log in, go to your Applicant Dashboard. You will see your FY21 Vibrant Communities Grant Application. Below the application title, you will see a section entitled Follow Up Forms, where you should find a form entitled Follow Up - FY21 Vibrant Communities Grant Final Report. To access the form, click EDIT to the right.

Once you have accessed the FY21 Vibrant Communities Final Report:

- If you would like a PDF copy of the Final Report form, 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 of 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 examples 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.

GRANT MANAGEMENT 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, what county you are in, and the fiscal year and type of grant, 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 division 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, or that a grant change form is required.
- 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.