



FY21 Arts Education Program Grant Final Report Guidelines

Contact Allen Bell, Arts Education Manager, with questions
abell@gaarts.org or 404-962-4839

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.

Also, GCA is allowing FY21 grantees to submit Change Forms, which will allow changes to the funded project, including: change of dates up to June 30, 2021; change of project; conversion to a virtual project; cancellation of the project and conversion of the grant to general operating support (only available to arts organizations); or cancellation of the grant and releasing the funds back to GCA. Contact the grant manager if you need to submit a Change Form.

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

Arts Education Program Grant Final Reports are due no later than 30 days after the funded program is completed, but no later than **July 31, 2021**. Final Reports received after the deadline may result in cancellation of the contract balance. In addition, Grant Review Panels for the next immediate grant cycle following the Final Report deadline will be notified if any applicant submitted a late FY21 final report, which may have an impact on the organization's final scores. See *FY2021 Application & Contract Compliance Guidelines* for a complete list of late Final Report penalties - <http://gaarts.org/what-we-do/grants/arts-education-program-grant/>.

FINAL REPORT SUBMISSION

FY21 Arts Education Program Grant Final Reports will be submitted via the GCA online grant system – <http://gaarts.org/apply>

ABOUT THE FINAL REPORT

ONLINE FINAL REPORT COMPONENTS

The following will be completed online:

- **General Information and GCA Data**
- **NEA Data**
- **Narrative**
- **Financial Information**
- **Authorized Signature**

The following will be attached to the online report:

- **Financial Report Form**
- **Budget Breakdowns**
- **Examples of GCA Credit**
- **Supporting Documentation – Images**
- **Supporting Documentation – Curriculum Materials**
- **Supporting Documentation – Letters to Legislators**
- **Contractor’s Request for Reimbursement Form (CRR)**

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://gaarts.org/apply>
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. The Change of Information Form may be found by signing in to GCA’s online grants system, clicking Apply at the top of the page, and choosing the Change of Information Form.

GCA ONLINE GRANT SYSTEM

All FY21 Final Reports must be submitted via GCA’s online grant system: <http://gaarts.org/apply>. This is the same system through which grantees submitted their FY21 grant application.

After you log in, go to your Applicant Dashboard. You will see your FY21 Arts Education Program Grant Application. Below the application you will see a section titled Follow Up Forms. Under that section heading will be a form entitled Follow Up - FY21 Arts Education Program Grant Final Report. To open it, click the edit link to the right.

Once you have accessed the FY21 Arts Education Program Grant Final Report:

- If you would like a PDF copy of the Final Report, click the Question List button.
- Note that all 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.
- The narrative 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 number of characters is below the limit set for that question.
- 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 edit icon to the right of the request.

ONLINE FINAL REPORT FORM

The following Final Report components must be completed:

GENERAL INFORMATION AND GCA DATA

Program Name – Name of the funded program

Fiscal Year Start Date – Enter the date that the organization's fiscal year begins

Fiscal Year End Date – Enter the date that the organization's fiscal year ends

Number of Adults Engaged – Total number of adults engaged in the funded program

Number of Youth Engaged – Total number of youth (age 18 and under) engaged in the funded program

Number of Artists Participating – Total number of artists participating in the funded program

Counties – List all counties in which grant-funded programming took place

Address Where the Funded Program Took Place - In the fields below, enter the address where the funded program took place. If the program took place in a location without a specific address, enter only the city, state, and zip code.

- *Venue Street Address*
- *Venue City*
- *Venue State*
- *Venue Zip Code*

If the program took place at more than one location, enter the additional addresses, including street number and street name, city, state, and zip code for each location.

If the program took place a more than 10 addresses, upload an Excel file with the addresses, including street number and street name, city, state, and zip code for each location.

Length of Program – Number of Days the Funded Program Took Place

COVID-19 Survey Questions

If your organization did not apply for a GCA Resiliency Grant, please answer the following survey questions about your organization's experience responding to COVID-19. Enter the number of employees for your organization.

Full-time employees prior to COVID-19?

Full-time employees currently?

Total full-time employees furloughed?

Total full-time employees terminated?

Total full-time employees with reduced pay or hours?

Part-time employees prior to COVID-19?

Part-time employees currently?

Total part-time employees furloughed?

Total part-time employees terminated?

Total part-time employees with reduced pay or hours?

Number of Contractors Prior to COVID-19

How many CONTRACTORS did your organization plan to hire in the fiscal year in which your project was to take place?

Number of Contractors after COVID-19?

How many contractors will you actually hire in the current fiscal year?

Additional Funding

Did you apply for and/or receive funding from the following? Check all that apply.

- City or county relief grant
- Economic Injury Disaster Loan (EIDL)
- Foundation relief grant
- National Endowment for the Arts CARES Act
- Paycheck Projection Program (PPP)
- None of the Above

COVID-19 Narrative Questions

Please share additional information GCA needs to know about your organization, steps you have taken to remain solvent and/or fiscally healthy, or additional resources you are in need of now. If the question does not apply to your organization, enter NA.

Innovative Programs

Please share one or two examples of innovative programs that your organization developed to stay connected and to provide arts opportunities/learning virtually while your organization was closed due to COVID-19.

Online Programs

Are there any online programs or platforms that you employed during closure due to COVID-19 that you will continue to utilize to provide programming moving forward?

Critical Non-Arts Roles

Did your organization play any critical non-arts program-related roles for your community during the response to COVID-19?

Recovery Needs

In addition to funding, what does your organization need in order to recover from the impact of COVID-19?

GCA Survey Data

The information in this section is used by Georgia Council for the Arts for statistical purposes. For each question, choose the best answer from among the choices provided in the online form.

Alignment with GCA Goals - Choose the GCA goal(s) that your program helped to support. Choose all that apply.

- Catalyze Economic Development: GCA will spur development through programs and research.
- Enrich Individual Lives: GCA will build access to programs that advance learning in the arts.
- Build Community Vitality: GCA will advance efforts to integrate the arts in community development
- Tell the Story: GCA will coordinate efforts to promote the story of the power of the arts.

Answer the following yes or no questions regarding your FY21 GCA Arts Education Program Grant:

- Would your organization have had to cut back on the scope of the program if you had not received this GCA grant?
- Was your organization able to leverage this GCA grant to help raise additional money?
- Do you feel that other funders look more favorably on your organization if it is funded by GCA?
- Would jobs have been affected had your organization not received this GCA grant? For instance, would you have had to cut the number of projected jobs, part-time hours, or number of artists, designers, contractors, etc., if your organization had not received the GCA grant?
- Did this GCA grant allow your organization to reach new audiences?
- Did this GCA grant allow your organization to launch a new collaboration or partnership?

Benefits to the Community

Choose all statements that are true about your program.

- The program provided arts experiences that were new to local residents.
- The program strengthened community networks and engagement.
- The program supported economic development in the area.
- The program offered training to build sustainability for artists and arts organizations.
- The program was educational for students.

NEA DATA

The information in this section is used by the National Endowment for the Arts for statistical purposes.

Please be sure that the number of adults engaged, the number of youth engaged, and the number of artists participating reflects the actual figures from your program.

For each question, choose the best answer from among the choices provided in the online form.

- Applicant Status
- Applicant Institution
- Applicant Discipline
- NEA Primary Strategic Outcome/Objective
- Project Discipline
- Type of Activity of Project
- Arts Education Description (% of project activities that are arts education)

For the next three questions, from among the options provided please select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

- Population Benefited by Race/Ethnicity
- Population Benefited by Age
- Population Benefited by Distinct Groups

NARRATIVE

GCA uses Final Reports to compile information about the impact of GCA grants on our state. Please take time to provide thorough and thoughtful answers to the narrative questions. If your answers are incomplete, you will be contacted for additional information.

Below are the questions you must answer in the narrative section of the final report form. The character limit for each answer is 1,500 characters unless otherwise indicated.

Program Design, Goals, and Evaluation

- Provide a short summary of the funded program, including a description, program dates, and the location or venue for the program. If any aspects of the program differed from what was described in the original application, please note those differences and the reasons why changes were made.
- What was the specific goal or outcome for the funded program? For each goal that was listed in the grantee's original application, discuss your organization's progress toward meeting those goals. If your organization did not meet the goals identified for the program, please discuss why the goals were not met. (Note: Arts Education Program goals should focus on how the funded program benefited the students, not just the organization.)
- How did your organization evaluate or measure the program's effectiveness in achieving each goal? Describe the evaluation tools that were used.
- How did the proposed program align with at least one of the Arts Learning Task Force Recommendations? How successful was the program in achieving the goal(s) of the recommendations for your target student population?

Student Impact and Access

- Who was the target student audience for this program and how did the program reach them? How did the students that the applicant serves benefit from this program?
- How did the applicant engage underserved students with this program? (Note: Underserved students are those who lack access to arts education because of any barrier, such as language, geography, socioeconomic status, physical ability, etc.)
- What steps did the applicant take to ensure that the venues and locations for the program were accessible to people with physical disabilities?

Program Excellence and Outcomes

- Please confirm whether the program met the measures of program quality as outlined in the original application, including:
 - the personnel managing the program
 - the artistic and academic personnel, including teachers and teaching artists
 - the partners engaged in program planning, implementation, and evaluation
 - the involvement of local teachers, parents, or other members of the community in the planning process
 - adherence to state and/or national education standards or other measures of academic quality
 - adherence to a sequential and ongoing curriculum and/or how the program impacted the academic progress of students participating in the program

If the excellence of the program as implemented was significantly different from what was presented in the application, please explain how it was different and why.

- Did receiving the GCA Arts Education Program Grant have a positive impact on program implementation or make a difference in the outcomes of the funded program? If so, please explain the impact that GCA funding had on the program implementation and/or outcomes.
- Please describe a specific story or anecdote which illustrates the value and/or outcomes of the funded program for students, teachers, parents, and/or families in your school or community.

FINANCIAL INFORMATION

Provide the following information for the funded program in the online final report form:

- Total Actual Expenses
- Total Actual Income
- Actual In-Kind Contributions

ATTACHMENTS

The following items will be attached to the Final Report:

FINANCIAL REPORT FORM

The Financial Report Form can be found here: <http://gaarts.org/what-we-do/grants/arts-education-program-grant/>.

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

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

If either the total expenses or total income for the program 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 program.

BUDGET BREAKDOWNS

Provide breakdowns of the following lines from your actual expenses and income:

Expenses

1. Personnel-Administrative
2. Personnel-Artistic
3. Outside Fees
4. Remaining Expenses

Income

19. 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 Budget 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 show compliance with the GCA logo and crediting 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 program, 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.

SUPPORTING DOCUMENTATION

- Attach at least one (1) and no more than four (4) images documenting your funded arts education program. Photos submitted may be used by GCA in printed or online material. GCA prefers photos in .JPG format which allows for both print and digital use.
- In addition, attach at least one (1) and no more than four (4) documents demonstrating the content of your funded arts education program, such as lesson plans, study guides, or other curriculum materials.

LETTERS TO LEGISLATORS

All FY21 grantees are required to write letters to their two state legislators describing the program and thanking them for support. Copies of these letters should be attached to the final report.

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. To comply with the signature requirement, grantees may print, complete, sign, and scan the CRR; add a digital image of an actual signature; or use the Adobe Reader Sign & Certify tool. The CRR form can be found here: <http://gaarts.org/what-we-do/grants/arts-education-program-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.

ADDITIONAL FINAL REPORT INFORMATION

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

If the person that will sign the Final Report is **not** the same person that signed your organization's FY21 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>.

Submit the Residency Verification here: <https://www.cognitofrms.com/GDECD1/GCAResidencyVerification>.

You do not have to provide a copy of this form with your final report attachments.

CHANGE OF INFORMATION FORM

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. The Change of Information Form may be found by signing in to GCA's online grants system at <https://gaarts.org/apply>. After logging in, click Apply at the top of the page. From among the application options available on this page, choose the Change of Information Form.

You do not have to provide a copy of this form with your final report attachments.