



# Georgia Council for the Arts FY22 Grant Management Handbook

## **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.**

## **INTRODUCTION**

Congratulations on your GCA grant!

This document outlines information regarding your FY22 grant. FY22 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 via GCA's online grant system at <a href="http://gaarts.org/apply">http://gaarts.org/apply</a>	August 6, 2021
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 Bridge Grants, 30 days after the end of the funding period is July 29, 2022.

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

Questions about your grant should be directed to your appropriate grant project manager:

- Allen Bell, Director of Grants and Research ([abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839) for Bridge Grants
- Katie Domurat, Grants and Programs Manager ([kdomurat@gaarts.org](mailto:kdomurat@gaarts.org) or 404-962-4015) for Project or Arts Education Program Grants

### **General Provisions**

All awards are made on a fiscal-year basis according to the state of Georgia fiscal calendar (July 1, 2021 through June 30, 2022). The arts programming listed in the application must be completed within fiscal year 2022, and all expenses must be incurred within that same fiscal year.

## **CONTRACT PACKAGE**

The package will contain:

- the State of Georgia Grant Contract
- FY22 Grant Management Handbook

The package may contain:

- a Corrections and Stipulations (C&S) Memo

All grantees **MUST** complete and return these items to GCA via the Contract Package Return Follow-Up form in the online grant system at <http://gaarts.org/apply>:

- A signed FY22 Grant Contract
- Supplier (Vendor) Management form
- W-9 form
- ADA Checklist

The Contract Package Return Follow-Up Form will contain links to the Supplier (Vendor) Management Form, the W-9 Form, the ADA Checklist, and the CRR.

Grantees **MAY** return to GCA:

- If the funded organization is a non-profit organization with employees, you must complete E-Verify registration and a federal work authorization affidavit
- If the funded organization is a non-profit organization with no employees, you must submit a copy of a driver's license or Passport of the person signing the contract
- A C&S memo response (if you received a C&S memo in your contract package and it requires a response)
- Contractor's Request for Reimbursement (CRR) Form - instructions are on page 7
- Change of Information Form (submitted as an application form within GCA's online grant system at <http://gaarts.org/apply>)

**These items must be submitted online through the Contract Package Return Follow-Up Form in GCA's online grant system no later than August 6, 2021.** If the items are not returned by the deadline, the contract may be cancelled and the grantee may not receive the FY22 award. In addition, FY23 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](mailto:dbrown@gaarts.org)) to request an extension.

### **Contract Package Return Follow-Up Form**

To locate the Contract Package Return Follow-Up Form, log in to your online grant system account at <http://gaarts.org/apply> . Scroll down and find your FY22 Grant. Below your application will be a green bar, then under that will be the Follow-Up - FY22 Grant Contract Package Return Form. Click on EDIT to the far right to open the form.

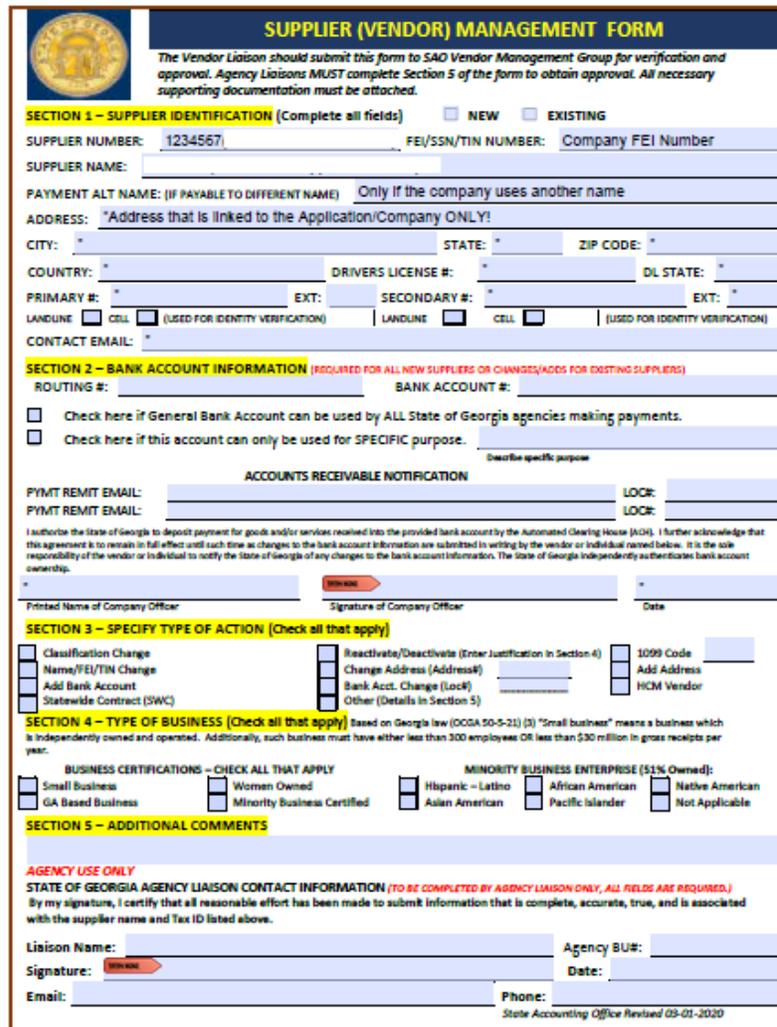
## Contract

The contract will be sent via email. Grantees will sign the contract and upload it through the online grant system. The contract will be signed by GCA when it is received by grantees, so once it is signed by your authorized official, you will be able to download a fully executed copy.

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 via GCA's online grant system at <http://gaarts.org/apply> and submit it at the same time that you send the contract.

## Supplier (Vendor) Management Form

All FY22 grantees must complete a Supplier (Vendor) Management Form, even if your organization has submitted one in the past. An image of the first page of the form is provided below for reference. A link to the actual form is included within the Contract Package Return Form in GCA's online grant system.



**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: 1234567 FEI/SSN/TIN NUMBER: Company FEI Number

SUPPLIER NAME: \_\_\_\_\_

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

ADDRESS: \*Address that is linked to the Application/Company ONLY!

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 substantiates 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="checkbox"/> 1099 Code
<input type="checkbox"/> Name/FEI/TIN Change	<input type="checkbox"/> Change Address (Address#)	<input type="checkbox"/> Add Address
<input type="checkbox"/> Add Bank Account	<input type="checkbox"/> Bank Acct. Change (Lock#)	<input type="checkbox"/> HCM Vendor
<input type="checkbox"/> Statewide Contract (SWC)	<input type="checkbox"/> 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 300 employees OR less than \$30 million in gross receipts per year.

**BUSINESS CERTIFICATIONS – CHECK ALL THAT APPLY**

<input type="checkbox"/> Small Business	<input type="checkbox"/> Women Owned	<b>MINORITY BUSINESS ENTERPRISE (51% Owned):</b>		
<input type="checkbox"/> GA Based Business	<input type="checkbox"/> Minority Business Certified	<input type="checkbox"/> Hispanic – Latino	<input type="checkbox"/> African American	<input type="checkbox"/> Native American
		<input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander	<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 09-01-2020

## **Vendor Form Instructions**

You will find a link to this form within the Contract Package Return Follow-Up Form. You must use the form you find via the link and not a copy of one that you have submitted in previous years.

### **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 legal address for the organization.
- **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 FY22 grantees must complete a W-9 Form, even if you have submitted one in the past.

You will find a link to this form within the Contract Package Return Follow-Up Form. You must use the form you find via the link and not a copy of one that you have submitted in previous years.

## **Residency Verification**

This year, GCA's Residency Verification instructions have changed.

- If your organization has employees, the organization must register with E-Verify and submit an affidavit certifying that the grantee uses the federal work authorization program.
- If your non-profit organization does not have employees, then you may submit a copy of a driver's license or Passport from the person who signs the contract.
- If your organization is a government entity, a school, a public library, or a public college or university, you do not have to submit any type of residency verification

## **Residency Verification for Non-Profit Organizations with Employees**

E-Verify registration instructions:

- Go to: <https://www.e-verify.gov/>
- Click on “I am an employer”
- Click on “learn how to enroll” if you are not already registered
- Click on “enroll now” and follow the steps to enroll in E-Verify

Complete the Contractor Affidavit form at [Georgia Department of Audits : Information/Resources](#).

This form asks you to confirm that your organization is registered with and utilizing E-Verify, a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. By signing the form, grantees are confirming that:

- The organization is using and will continue to use E-Verify for the duration of the grant contract
- The organization will use E-Verify for all current and future employees and contractors
- The organization will notify GCA if it ceases to use E-Verify
- The organization will only use subcontractors who are approved by E-Verify
- The organization will provide documentation to the State of Georgia regarding the legal status of employees or subcontractors if requested by the State.

For additional information, go to <https://law.justia.com/codes/georgia/2010/title-13/chapter-10/e/13-10-91>.

Affidavit instructions:

- Click the link to access the affidavit certifying that the grantee uses the federal work authorization program: [http://www.audits.ga.gov/NALGAD/section\\_3\\_affidavits.html](http://www.audits.ga.gov/NALGAD/section_3_affidavits.html)
- Download and save the affidavit
- Read and sign the affidavit and have the document notarized at the time it is signed
- “Public Employer” should be Georgia Council for the Arts
- “Name of project” should be the name of the grant that you are receiving – Project Grant, Arts Education Program Grant, or Bridge Grant
- Upload the signed and notarized affidavit to the online contract package return form

## **Residency Verification for Non-Profit Organizations without Employees**

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). Grantees may request 90% of the grant during the grant year, and the final 10% is requested when the Final Report is submitted.

You will find a link to this form within the Contract Package Return Follow-Up Form.

For Project and Arts Education Program Grants: A CRR 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 Project Grant, then the grantee may request up to \$4,500 (90% of the award) once \$6,750 in expenses have been incurred.

For Bridge Grants: 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 \$10,000 for a Bridge Grant, then the grantee may request up to \$9,000 (90% of the award) once \$18,000 in expenses have been incurred.

The CRR form can also be found online:

**Bridge Grant** - <https://gaarts.org/what-we-do/grants/bridge-grant/>

**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 Supplier (Vendor) Management 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 at [dbrown@gaarts.org](mailto: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.

## **Change of Information**

Keeping your online account information 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

Grantees should complete the Change of Information Form within GCA's online grant system at <http://gaarts.org/apply>. After logging in, click on the Apply tab at the top of the page and scroll down to the Change of Information Form and click on the Apply button.

Please allow up to four weeks for GCA to make the changes in your account. We will notify you if we have questions and 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 FY22 GCA grantees are required to write a letter to both of their state legislators (one State Senator and one State House Representative) which includes 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>

Grantees will be required to submit copies of the letters with their Final Reports.

### **Unused Funds**

Grantees may be unable to use some or all of the grant funds awarded due to a variety of reasons, such as inability to meet the required income match or the arts programming has been cancelled. Regardless of the reason, **GCA must be notified by May 2, 2022, about funds that will not be utilized.** With enough advance notice, GCA may reallocate the funds for other arts programming.

If GCA is not informed about unused funds well in advance of the end of the fiscal year on June 30, 2022, then our agency must return the funds to the state and may not reallocate the funds 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 what 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.

### **Grant Change Form**

Organizations that need to make changes to their funded programs should complete the FY22 Grant Change Form within GCA's online grant system. A change form must be assigned by GCA staff. If you need to change your funded project, please contact the appropriate grant manager.

While GCA will allow changes to the program, the revised program must still serve the same audience and purpose as the original program, and must meet the same financial requirements as the original grant, such as matching income and minimum expenses.

GCA will consider the following requests for changes:

- **Change of Date:** Grantees may change the date of their program as long as it takes place prior to June 30, 2022.
- **Change from a Live Event to a Virtual Event**
- **Change of Artist/Program:** GCA will consider requests to change the artist or program. 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, the grantee could change to an artist who can deliver 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 change 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 change form is submitted, GCA will be in touch to notify the organization whether or not the change is approved.

## **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 Bridge Grants, this means that the report is due July 29, 2022, which is 30 days after the end of the funding period. Bridge Grantees may not submit their final report prior to July 1, 2022, as the report must contain financial information for the entire funding period, which does not end until June 30, 2022.

GCA will publish instructions for FY22 Project and Arts Education Program Grant final reports in the fall of 2021. Bridge Grant final report instructions will be published in the spring of 2022. 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**

Bridge require a 100% cash match for the grant amount. For this year, Project and Arts Education Program Grants require a 50% cash match for the grant amount. The matching funds must be received by the grantee by June 30, 2022. 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 to be included as part of the match.

### **Total Expenses**

GCA will not reimburse an organization more than 50% of total expenses for FY22 Bridge Grants as shown in the Final Report Financial Form. For instance, if an organization is awarded a Bridge Grant of \$10,000, but the final report shows that the organization only had a total of \$18,000 in expenses, the organization will only receive \$9,000 of the total grant amount.

GCA will not reimburse an organization more than two-thirds (2/3) of total expenses for FY22 Project Grants or Arts Education Program Grants 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 \$6,000 in expenses, the organization will only receive \$4,000 of the total grant amount.

### **Letters to 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 FY22 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
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