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 FY22 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 Grants and Programs Manager Katie Domurat at kdomurat@gaarts.org or 404-962-4015.

- For questions about your grant contract, forms that need to be completed as part of the grant contract package, or requests for reimbursement, contact Grants Specialist 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 24, 2021, 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 eight weeks to process a Request for Reimbursement. If you submit a 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. Final report instructions begin on page 8 of the Vibrant Communities Grant Management Handbook.
- Call or e-mail GCA staff with questions.

Important Deadlines

<table>
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<th>Return contract and all associated contract package documents</th>
<th>November 24, 2021</th>
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<tbody>
<tr>
<td>Submit Request for Reimbursement for first payment (up to 67% of grant award)</td>
<td>Any time after expenses are at least 50% more than the amount being requested</td>
</tr>
<tr>
<td>Final Report</td>
<td>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, 2022, so the final report is due no later than June 30, 2022.</td>
</tr>
</tbody>
</table>
General Provisions
All Vibrant Communities Grant projects are to take place from October 15, 2021, through June 1, 2022. The program listed in the application must be completed within fiscal year 2022, 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 http://gaarts.org/apply no later than November 24, 2021. 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 FY22 Vibrant Communities Grant application: http://gaarts.org/apply.

To submit the forms online:
- Log in to your online GCA grant account at http://gaarts.org/apply
- Click on the home icon
- Click on the Active Requests tab
- Locate the listing for your FY22 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 Contract Package Return Form
- Complete and upload the required forms and click SUBMIT

Non-profit organizations also must submit:
- Residency Verification - To submit the Residency Verification, follow the instructions in the Residency Verification section in the Grant Management Handbook (pages 6-7).

The package MAY contain:
- A Corrections and Stipulations (C&S) Memo – Grantees should upload their C&S Memo response in the appropriate section in the Grant Contract Package Return Form.
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](http://www.gaarts.org) under What We Do/Grants/GCA Logo.

- **Section 7 - Proof of Residency** - Nonprofit organizations with employees must register with E-verify and submit an affidavit confirming that they are registered with E-verify. Nonprofits without employees must prove that the person signing the contract is a legal US resident by submitting 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 in GCA’s online grant system and submit it at the same time that you submit the Contract Package Return Form. Instructions to access the Change of Information Form are on page 9 of this handbook.

- **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](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 2 and begin answering questions there. Leave everything blank above Section 2.

**Section 2 – Supplier Identification**

- **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** – This address MUST match the legal address for the organization.

• **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** - This should be the email address for the person completing this form.

**Section 3 – Bank Account Information**

• **Routing Number and Bank Account Number** - These should be information for the bank account into which the grant recipient organization wants the grant funds direct deposited; leave this section blank if the grant recipient organization would like to receive a paper check.

• **Check one of the two check boxes**

• **Payment Remit Email** - Enter email addresses where payment information should be sent.

• **Printed Name of Company Officer, Signature and Date** – This should be for the person completing this form and should be the same person who signs the contract.

**Section 4 – Specify Type of Action**

• **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 6, and in the box provided, enter New Account.

**Section 5 – Type of Business**

• You may leave this section blank or check any options that apply to your organization.

**Section 6 – Additional Supplier Comments**

• If you have received a grant from GCA in the past, you may leave this section blank.

• If you are receiving a grant from GCA for the first time, enter “Add New Account.”
W-9 Form
All FY22 grantees must complete a W-9 Form, even if you have submitted one in the prior years.

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.

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
This year, GCA’s Residency Verification instructions have changed.
- If your non-profit 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 (city government agency, county government agency, etc.), a public 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/](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](https://www.e-verify.gov/). 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
- 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.cognitoforms.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) Form
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 67% (two-thirds) of the grant during the grant year. The final 33% 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 $3,300 (67% of the award) once at least $4,950 in expenses has 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/](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 Grants Specialist Delilah Johnson-Brown (dbrown@gaarts.org).
- The Request for Reimbursement submitted for the final grant payment should be uploaded to 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.

**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 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, go to [http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx](http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx). On this page, click on the link for Open States to enter your organization’s physical address to identify your state legislators.

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 April 29**,
2022, 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, 2022, then we must return the funds to the state and we cannot reallocate the grant funding 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 staff 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
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

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.

FINAL REPORT

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

All FY22 Final Reports must be submitted via GCA’s online grant system at http://gaarts.org/apply. This is the same system through which you submitted your FY22 grant application.
After you log in, go to your Applicant Dashboard. You will see your FY22 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 - FY22 Vibrant Communities Grant Final Report. To access the form, click EDIT to the right.

Once you have accessed the FY22 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:

- **General Information:** This will include the organization’s fiscal year start and end dates, audience totals, counties served, project location address(es), length of project, alignment with GCA goals, and GCA survey questions.
- **Financial Information:** This will include total project expenses, total project income, and total in-kind contributions.
- **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?
- **NEA Data:** These are survey questions required by National Endowment for the Arts.
- **Attachments:**
  - **Budget vs. Actual Financial Report:** Create and submit a project budget report showing actual income and expenses beside the income and expenses which were proposed in the application. You may reproduce the example table at the top of the next page within Word or Excel. You may add as many lines as you need for all of the expenses and income.
  - **Examples of GCA Credit:** Submit no more than two (2) examples of material showing that GCA received credit 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.
o **Photos of Funded Project**: GCA requires at least one (1) and up to four (4) photos documenting the project funded by the Vibrant Communities Grant.

o **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.

o **Contractor’s Request for Reimbursement (CRR) 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 your organization is owed for the Vibrant Communities 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.

**Example of Budget Table for Final Report**

<table>
<thead>
<tr>
<th></th>
<th>Budget submitted with application</th>
<th>Actual expenses and income for the project</th>
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<tbody>
<tr>
<td>Expenses (list below)</td>
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<td>Total Expenses</td>
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<td>Income (list below)</td>
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<tr>
<td>Vibrant Communities Grant</td>
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<tr>
<td><strong>Total Income</strong></td>
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</tr>
</tbody>
</table>

Remember, when completing your Budget vs. Actual Income and Expenses 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 67% or two-thirds (2/3) 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 Grants and Programs Manager Katie Domurat (kdomurat@gaarts.org or 404-962-4015) if you have any questions. We know that there are a lot of steps involved with the grant process and we are happy to answer any questions that you may have.