



Georgia Council for the Arts FY23 Cultural Facilities 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.

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INTRODUCTION

Congratulations on your GCA grant!

This document outlines information regarding your FY23 grant. FY23 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 http://gaarts.org/apply	November 18, 2022
Submit CRR for first payment (up to 90% of grant award amount)	For grantees with organization budgets above \$500,000 and a requirement of a 100% matching income amount for the grant award, any time after expenses are at least double the amount being requested. For grantees with organization budgets below \$500,000 and a requirement of a 50% matching income amount for the 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. For grant projects ending June 30, 2023, final reports are due no later than July 31, 2023.

Questions about how to complete any of the forms in the contract package should be directed to Delilah Johnson-Brown, Grants Specialist, at dbrown@gaarts.org or 404-962-4837.

Questions about the grant should be directed to Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839,

General Provisions

All awards are made on a fiscal-year basis according to the state of Georgia fiscal year calendar (July 1, 2022 through June 30, 2023). The arts programming listed in the application must be completed within fiscal year 2023, and all expenses must be incurred within that same fiscal year.

CONTRACT PACKAGE

The package will contain:

- the State of Georgia Grant Contract
- FY23 Grant Management Handbook

The package may contain:

- a Corrections and Stipulations (C&S) Memo

All Grantees

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

- A signed FY23 Grant Contract

New Grantees (those that did not receive a GCA Grant in FY22)

All grantees that did not receive a GCA grant in FY22 MUST complete and return these items to GCA via the Contract Package Return Form in the online grant system at <http://gaarts.org/apply>.

- Supplier (Vendor) Management form
- W-9 form
- ADA Checklist
- Residency Verification

Residency Verification, grantees that did not receive a GCA grant in FY22 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 (Appendix C in the contract).
- 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 and complete and submit a form (Appendix D in the contract) certifying that your organization has no employees.
- If the funded organization is an entity of local government, such as a city, county, downtown development authority, public library, or public school, then you do not need to submit residency verification documents.

Returning Grantees (those that did receive a GCA Grant in FY22)

Returning grantees from FY22 MAY complete and submit the following only if they have changes:

- Supplier (Vendor) Management Form – submit if there are changes to your organization name, organization address, or organization banking information
- W-9 Form – submit if there are changes to your organization name or address
- ADA Checklist – submit if your organization moved to a new location or if you completed significant renovations to your facility that had an impact on the accessibility of your facility

If Applicable

Grantees may submit the following, **if applicable**:

- 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 13 of the Grant Management Handbook

SAM UEI Requirement

This year, the federal government, including the National Endowment for the Arts (NEA), is transitioning from using DUNS numbers as their unique entity identifier (UEI) to using a new identifier, known as a **SAM UEI**. Because GCA is funded in part by the NEA, we are also required to transition to using the SAM UEI. **Going forward, a SAM UEI is required to process all GCA grant applications, contracts, payments, and final reports.**

If you have not already obtained a SAM UEI and added it to your organization's record in GCA's online grant system, you will need to do so for GCA to process the contract and payments for your grant.

Detailed instructions for obtaining and entering a SAM UEI are included on pages 14-15 of the Grant Management Handbook.

CONTRACT PACKAGE RETURN FORM

The Contract Package Return Form in GCA's online grant system will contain links to the Supplier (Vendor) Management Form, the W-9 Form, the ADA Checklist, the E-Verify federal work authorization affidavit, the form for certification of no employees, and the CRR form.

These items must be submitted online through the Contract Package Return Form in GCA's online grant system no later than November 18, 2022. If the items are not returned by the deadline, the contract may be cancelled and the grantee may not receive the FY23 award. In addition, FY24 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 Grants Specialist Delilah Johnson-Brown (dbrown@gaarts.org) to request an extension.

All required documents must be submitted through the Contract Package Return Form for the contract and contract package in GCA's online grant system, the same system where you submitted your FY23 Cultural Facilities 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 FY23 Cultural Facilities Grant application
- Under the application, look for a green bar that says, Contract Package Return Form
- Click EDIT to the far right to access the online Contract Package Return Form
- Complete and upload the required forms and click SUBMIT

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 upload 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

Grantees must complete a Supplier (Vendor) Management Form if:

- Your organization did not receive a GCA grant in FY22.
- Your organization received a GCA grant in FY22, but has changes to the organization name, organization address, or organization banking information.

You will find a link to this form within the Contract Package Return Form or you can download the form here: <https://sao.georgia.gov/document/form/vendor-management-form-4-2022v2kpdf/download>. You must use the form you find via the link and not a copy of one that you have submitted in previous years. Read the instructions carefully as errors will cause the state to return the form for corrections, which will delay any payments.

Section 1 – State of Georgia Use Only

Leave Section 1 entirely blank. This section is for the use of State of Georgia personnel only. If you complete any part of this section of the form, the form will be returned and you will have to complete the form again.

Section 2 – Supplier Identification

- **FEI 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 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.
- **Driver's License Number and State** – This should be the driver's license number and state for the person signing the Vendor Management Form.
- **Primary Phone Number and Secondary Phone Number** – This should be the best phone numbers to reach the person signing the Vendor Management Form. The State Accounting Office (SAO) will call these numbers to verify the organization's banking information. If SAO is unable to reach someone by phone to verify the organization's banking information, then the grant payment will be sent by check to the address on the Vendor Management Form and will not be direct deposited to the organization's bank account.
- **Contact Email** – This should be the email address for the person signing the Vendor Management Form.

Section 3 – Bank Account Information

- **Routing Number and Bank Account Number** - These should be the organization's routing number and bank account number where the grant payment should be direct deposited. If you prefer for the payment to be sent by check, then you may leave the routing number and bank account number blank. If you prefer to receive a check for the grant payment, be sure to confirm that the organization address listed on the Vendor Form matches the organization address included in the Contract.
- **Payment Remit Email** - This should be the email address(es) for the persons who should be notified when grant payments are made. You may enter up to two (2) email addresses to receive notification of grant payments.
- **Printed Name of Company Officer, Signature, and Date** – The name and signature of the company officer should be the person who provided driver's license, phone number, and email information in Section 2.

W-9 Form

All grantees that did not receive a grant in FY22, or returning FY22 grantees with organization name or address changes, must complete a W-9 Form.

You will find a link to the W-9 form within the Contract Package Return Form or you can download the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. You must use the form you find via the link and not a copy of a form that you have submitted in previous years. Complete the form and upload it within the Contract Package Return Form.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																								
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																										
2 Business name/disregarded entity name, if different from above																										
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																									
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate																									
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)																									
6 City, state, and ZIP code																										
7 List account number(s) here (optional)																										
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																										
		Social security number <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"> </td> </tr> <tr> <td colspan="3">-</td> <td colspan="3">-</td> <td colspan="3"></td> <td colspan="3"></td> </tr> </table>													-			-								
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Part II Certification Under penalties of perjury, I certify that:																										
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																										
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																										
Sign Here	Signature of U.S. person ▶	Date ▶																								

In **section 1**, enter the name of the person representing your organization. This should be the same person who signs the contract, the Vendor Management Form, and the federal employment authorization affidavit.

In **section 2**, enter the name of your organization. Make sure that the name you enter exactly matches the organization name entered on the Vendor Management Form.

In **section 3**, if your organization is a non-profit organization or a government entity, check Other, and then enter either “nonprofit organization” or the type of local government entity – such as public library, public school, downtown development authority, main street agency, city government, county government, etc.

Skip **section 4**.

In **sections 5 and 6**, enter the address for your organization. This should exactly match the address entered on the Vendor Management Form.

Skip **section 7**.

In the section labeled **Part I**, you should enter the Employer Identification Number, or FEIN, for your organization. Do not enter a Social Security Number.

In **Part II**, sign and date the form. The signature must be an actual signature or a date-stamped signature using the Adobe Sign & Certify tool. The date must be current. Forms older than 30 days than the date entered on the form will not be processed and you will be asked to complete the W-9 form again.

Once the W-9 form is completed, please save the form and upload it to the W-9 section of the Contract Package Return Form.

ADA Checklist

All grantees that did not receive a grant in FY22, or returning FY22 grantees that moved to a new facility or conducted major renovations to their facility that impacted accessibility of the facility, must complete the ADA Checklist.

You will find a link to this form within the Contract Package Return Form or you can download the form here: <https://www.dropbox.com/s/o7jpiyacdfwvx8u/FY22%20ADA%20Checklist%20-%20GCA%20Grants-%20updated.pdf?dl=0>.

You must use the form you find via the link and not a copy of a form that you have submitted in previous years. Complete the form and upload it within the Contract Package Return Form.

Residency Verification

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

- If your non-profit organization received a GCA grant in FY22, you were required to submit a Residency Verification. You do not need to submit another Residency Verification this year.
- If your non-profit organization has employees and did not receive a GCA grant in FY22, the organization must register with E-Verify and submit an affidavit (Appendix C in your contract) certifying that the grantee uses the federal work authorization program.
- If your non-profit organization does not have employees and did not receive a GCA grant in FY22, then you must complete and submit a form (Appendix D in your contract) verifying that your organization does not have employees and submit a copy of a driver's license or Passport for 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 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:

- Use Appendix C attached to the contract or click the link to access the affidavit certifying that the grantee uses the federal work authorization program:
https://www.audits2.ga.gov/wp-content/uploads/2021/10/Contractor_Affidavit_-_Updated_December_2018_-_Final.doc
- Download and save the affidavit.
- Read and sign the affidavit and have the document notarized at the time it is signed.
- "Name of Contractor" is the name of your organization.

- “Name of Public Employer” is Georgia Council for the Arts.
- “Name of project” should be the name of the grant that you are receiving – FY23 Cultural Facilities Grant.
- Upload the signed and notarized affidavit to the online contract package return form.

Residency Verification for Non-Profit Organizations without Employees

If your organization is required to submit Residency Verification and your organization has no employees, the person who signs the contract should submit a copy of his/her driver’s license, Passport, or other authorized document, and complete and submit a form certifying that your organization has no employees, which can be found in Appendix D attached to the contract or at the following link:

<https://www.dropbox.com/s/2uv7sxxgkhn9vwt/Certification%20of%20No%20Employee%20-%202022.pdf?dl=0>.

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 Contractor’s Request for Reimbursement (CRR) Form. Grantees may request 90% of the grant during the grant year, and the final 10% will be requested when the Final Report is submitted.

For grantees with organization budgets above \$500,000 and a requirement of a 100% matching income amount for the grant award, any time after expenses are at least double the amount being requested.

For grantees with organization budgets below \$500,000 and a requirement of a 50% matching income amount for the grant award, any time after expenses are at least 50% more than the amount being requested.

CRR Forms submitted for Cultural Facilities Grants must include receipts equal to the total expenses incurred for the contract to date.

You will find a link to the CRR Form within the Contract Package Return Form. The CRR Form also can be found online: <https://gaarts.org/what-we-do/grants/cultural-facilities-grant/>.

Please note the following:

- The address on the CRR Form must match the address that was submitted on the Supplier (Vendor) Management Form.
- The CRR Form may be submitted along with the contract as long as enough expenses have been accrued to meet the requirements detailed above.
- CRR Forms should be e-mailed to Director of Grants and Research Allen Bell at abell@gaarts.org.
- The CRR Form for the final grant payment should be submitted along with the final report.
- No CRR Form will be processed if requirements from the preceding fiscal year, the Contract Package, or the Final Report are outstanding.

REQUIREMENT TO OBTAIN A SAM UEI

This year, the federal government, including the National Endowment for the Arts (NEA), is transitioning from using DUNS numbers as their unique entity identifier (UEI) to using a new identifier, known as a **SAM UEI**. Because GCA is funded in part by the NEA, we are also required to transition to using the SAM UEI. **Going forward, a SAM UEI is required to process all GCA grant applications, contracts, payments, and final reports.**

GCA CANNOT ISSUE ANY FY23 GRANT PAYMENTS OR FINALIZE FY23 GRANT CONTRACTS UNTIL YOUR ORGANIZATION HAS ENTERED A VALID SAM UEI IN GCA'S ONLINE GRANT SYSTEM. We urge you to go ahead and sign up for a SAM UEI to prevent any delay in grant payments.

If you attempt to register for a SAM UEI and are required to file an incident report, please let GCA know by forwarding the email confirmation of your incident report to your grants manager. In the case that there is a delay in obtaining your SAM UEI, this documentation will be required to move forward with processing FY23 grant payments.

All GCA grant recipients are required to register for a SAM UEI through <http://SAM.gov> and enter that number in the appropriate section for the organization's account in GCA's online grant system at <http://gaarts.org/apply>.

- For grantees and applicants that already receive funding directly from the federal government, your organization already has a SAM UEI. Log in to <http://SAM.gov>, copy the organization's SAM UEI, and enter that number into the SAM UEI field for the organization's registration within GCA's online grant system.
- For grantees and applicants that do not already have a SAM UEI, go to <http://SAM.gov> and register your organization.

There may be a delay in the process to obtain your SAM UEI if your organization is not already in the SAM.gov system, so **please do not put off beginning the process to obtain a SAM UEI.**

Please note, as you create a SAM.gov registration, GCA requests that you select the option to make your record public so that we can view your record and confirm that your SAM UEI is correct.

Registering in SAM.gov and obtaining a SAM UEI is free. You should never have to pay to obtain a SAM UEI. If an entity proposes charging your organization to obtain a SAM UEI, it is likely to be a scam and you should cease communicating with that entity.

Once you obtain a SAM UEI for your organization, enter that number into the SAM UEI field for the organization's registration in GCA's online grant system at <http://gaarts.org/apply>. Once you log in, go to the Applicant Dashboard. To the far right, you will see a pencil icon within the Organization information section. Click on the pencil icon and scroll down to the UEI/SAM Number field to enter your SAM UEI. After entering the SAM UEI, click on the Save button at the bottom of the page.

If you need assistance, you can refer to [How Organizations Can Obtain a SAM-UEI Number](#), which includes more specific details and instructions.

If your organization needs technical assistance with obtaining a SAM UEI or resolving an incident report, contact the [Federal Service Desk](#) (FSD.gov) by phone (866-606-8220) or online through "Live Chat" or "Create an Incident". Hours of operation are Monday-Friday, 8 a.m. to 8 p.m. ET. Please note that there may be a wait time for phone and Live Chat assistance.

If you have questions, please reach out to Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.

Thank you in advance for obtaining a SAM UEI and entering the identifier into your organization's record in GCA's online grant system. This will help GCA continue to provide grant funding to your organization and to support arts programs throughout the state.

DURING THE YEAR

This section addresses things that you should keep in mind during the grant year.

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.

GCA Logo and Crediting Requirements

Printed Credit

GCA requires all grantees to recognize GCA in all materials, publications, and programs that are supported by state funds and in which other funders are credited. This includes programs, newsletters, brochures, fliers, ads, calendars, posters, press releases, films, videotapes, websites and all electronic transmissions.

The GCA logo must be reproduced in the same size and proportion as that of other sponsors. It must be reproduced as it is provided, without alteration.

If there is no printed material associated with a program, oral credit must be given. The statement below must be provided before the event or performance, and during any radio broadcast or audiotape for the hearing impaired.

"This program is supported in part by Georgia Council for the Arts through the appropriations of the Georgia General Assembly. Georgia Council for the Arts also receives support from its partner agency – the National Endowment for the Arts."

GCA Logo Links

- [GCA Logo, Black- hi-res, .jpg file](#)
- [GCA Logo, Color \(RGB\)- hi-res, .jpg file](#)
- [GCA Logo, Color \(CMYK\)- hi-res, .jpg file](#)

NEA Credit

GCA receives significant funding from the National Endowment for the Arts. Grantees should recognize the NEA on their materials in addition to, but not instead of, the GCA logo. Visit the [NEA website](#) for access to the logo.

Letters to the Governor and State Legislators

GCA wants the Governor and our state legislators to be aware of the work of our grantees, as well as the impact of your GCA grant. All FY23 GCA grantees are required to write a letter to the Governor and 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)

Letters to the Governor should be addressed to:

Governor Brian P. Kemp
206 Washington Street
Suite 203, State Capitol
Atlanta, GA 30334

If you need contact information for your state legislators, go here:

https://openstates.org/find_your_legislator/. On this page, enter the physical address for the organization receiving the grant, including street address, city, state, and zip code, and then click Search by Address. The results will include your State Representative (lower chamber) and your State Senator (upper chamber). Click on the elected official's name to access their mailing address and email address.

Grantees will be required to submit copies of the letters to the Governor and State Legislators 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 March 1, 2023, 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, 2023, then our agency must return the funds to the state and may not reallocate the funds to another arts organization.

Project Changes

If the project 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 projects should complete the FY23 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 project as long as it is completed by June 30, 2023.
- **Change of Vendor or Contractor:** GCA will consider requests to change the vendor or contractor; however, the project must continue to fulfill the original project described in the application.
- **Cancellation:** If the funded project cannot take place, and the option is not available to postpone the project or work with a new vendor or contractor to complete the work, the grantee can cancel the project. Grantees that cancel a project 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 grantees with project completion dates of June 30, 2023, the final report is due no later than July 31, 2023, which is 30 days after the end of the funding period.

Final report instructions will be available on GCA's website on the page for each grant type: <https://gaarts.org/what-we-do/grants/cultural-facilities-grant/>.

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

For grantees with organization budgets above \$500,000 and a requirement of a 100% matching income amount for the grant award, total project expenses must be at least double total grant award.

For grantees with organization budgets below \$500,000 and a requirement of a 50% matching income amount for the grant award, total project expenses must be at least 50% more than the total grant award.

The matching funds must be received by the grantee by June 30, 2023.

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 FY23 Cultural Facilities Grant recipients with organization budgets above \$500,000. For instance, if an organization is awarded a Cultural Facilities 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 FY23 Cultural Facilities Grant recipients with an organization budget of less than \$500,000. For instance, if an organization is awarded a Cultural Facilities 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.

QUESTIONS

Please contact **Director of Grants and Research Allen Bell** (abell@gaarts.org or 404-962-4839) if you have any questions about your FY23 Cultural Facilities Grant. 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.