



## **FY23 Cultural Facilities Grant Final Report Guidelines**

Contact Allen Bell, Director of Grants and Research, with questions  
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### **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. If GCA is not notified about unused funds until late in the fiscal year (May-June), there is not time to reallocate the grant funds and they must be returned to the state's general fund. In the 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 the Final Report on time and notifying GCA as soon as possible if you believe that you will not utilize all of your grant funds.**

## **FINAL REPORT DEADLINE**

FY23 Cultural Facilities Grant Final Reports are due **30 days after the completion of the project**, and no later than **July 31, 2023**. Final Reports received after the deadline may result in cancellation of the contract balance. In addition, FY25 Grant Review Panels will be notified if an applicant submitted a late FY23 final report, which may have an impact on the organization's final scores.

## **FINAL REPORT SUBMISSION**

FY23 Cultural Facilities Grant Final Reports will be submitted via GCA's Online Grant System at: <http://gaarts.org/apply>.

## **FINAL REPORT REQUIREMENTS**

The following will be completed online within GCA's Online Grant System:

- **General Information**
- **NEA Data**
- **Narrative Questions**
- **Financial Information**

The following will be uploaded to the online report in GCA's Online Grant System:

- **Financial Report**
- **Copies of Receipts**
- **Photos**
- **Examples of GCA Credit**
- **Letters to the Governor and State Legislators**
- **Contractor's Request for Reimbursement (CRR) Form**

If applicable, the following will be completed:

**Change of Information Form** – Submitted via GCA's Online Grant System, 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. Log in at: <http://gaarts.org/apply>. After logging in, click on Apply at the top of the page, scroll down to the Change of Information Form, and click on the Apply button.

## **GCA ONLINE GRANT SYSTEM**

All FY23 Final Reports must be submitted via GCA's online grant system, available at: <http://gaarts.org/apply>.

This is the same system through which grantees submitted their FY23 grant applications.

After logging in, go to the Applicant Dashboard by clicking on the home icon. You will see your FY23 Cultural Facilities Grant Application. Below the application, you will see a section entitled Follow Up Forms. Below will be a form entitled Follow Up - FY2023 Cultural Facilities Grant Final Report. To access the form, click EDIT to the right.

**After you access the FY23 Cultural Facilities Grant Final Report:**

- If you want to create a PDF copy of the online Final Report, 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 EDIT link to the right of the final report listing.

## **ONLINE CULTURAL FACILITIES GRANT FINAL REPORT FORM**

The following Cultural Facilities Grant Final Report components must be completed:

### **GENERAL INFORMATION AND GCA SURVEY DATA**

*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 Directly Involved* – Total number of artists participating in the funded program

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.

*Full-Time Employees* – Enter the total number of people employed full-time by the organization receiving the grant.

*Part-Time Employees* – Enter the total number of people employed part-time by the organization receiving the grant. This total should not include contractors.

*Full-Time Jobs Supported By This Grant* – Enter the total number of full-time jobs supported in full or in part by the grant funds received.

*Part-Time Jobs Supported By This Grant* – Enter the total number of part-time jobs supported in full or in part by the grant funds received. This total should not include contractors.

*Counties Served* – Select all counties in which grant-funded programming took place

*Facility Street Address* - In the fields below, enter the address where the funded project took place. If the program took place in a location without a specific address, enter only the city, state, and zip code.

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

*If the project 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.*

### **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 FY23 GCA Cultural Facilities 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?
- Did this grant help to stabilize your organization after the impact of COVID?

### *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.

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 QUESTIONS**

These are the questions you must answer. The character limit for each is 3,000 characters unless otherwise indicated.

- Provide a short summary of the project including a description, the dates, and the location. If any aspects of the project differed from what was described in the original application, note the changes and the reasons for the changes.
- What will be the impact of the project funded by the Cultural Facilities Grant both on your organization and the community that you serve, including underserved audiences?
- Describe a specific story/anecdote which demonstrates the value of your project to a person/people in your community.
- What impact did the GCA Cultural Facilities Grant have on your project and how did this grant help alleviate the negative economic impact of COVID-19?

## **FINANCIAL INFORMATION**

Provide the following information for the project funded by the Cultural Facilities Grant in the online final report form:

- Total Actual Expenses for the Project
- Total Actual Income for the Project
- Actual In-Kind Contributions for the Project

# ATTACHMENTS

The following items will be uploaded to the Final Report.

## FINANCIAL REPORT

Submit an Excel spreadsheet which lists the budget from your application in one column, and the actual income and expenses in another column. Provide breakdowns for all lines.

The Cultural Facilities Grant requires a cash match for the grant amount. 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.

A match for the grant request means that an applicant must raise additional funds and/or donations in addition to the GCA grant request amount to pay for the project.

- Applicants with FY22 actual operating expenses that are less than \$500,000 must provide a 50% cash match. This means that the applicant must raise money from other sources that is equal to or greater than 50% of the GCA grant request. The grant request amount may not be more than 67% of total expenses.
- Applicants with FY22 actual operating expenses of \$500,000 or more must provide a 100% match for the GCA request amount. That means that the applicant must raise money from other sources that is equal to or greater than the GCA grant request amount. The grant request amount may not be more than 50% of total expenses.

If either the total expenses or total income decreased by more than 20% from the application budget, provide an explanation for the overall decrease. Also, explain whether or not the decrease had an impact on the overall quality of the project.

## Budget Template

Provide breakdowns for each expense and income line.

| <b>Expenses</b>   | <b>Budget</b> | <b>Actual</b> |
|---|---------------|---------------|
| 1. Professional Fees ( <i>professionals contracted for a service</i> )    | _____         | _____         |
| 2. Cost of Materials/Supplies   | _____         | _____         |
| 3. Cost of Labor ( <i>hourly labor hired to complete a specific job</i> ) | _____         | _____         |
| 4. Other  | _____         | _____         |
| 5. <b>TOTAL CASH EXPENSES</b>   | _____         | _____         |
|   |               |               |
| <b>Income</b>   | <b>Budget</b> | <b>Actual</b> |
| 6. Earned Income ( <i>i.e. fundraisers, admissions, etc.</i> )            | _____         | _____         |
| 7. Corporate Support  | _____         | _____         |
| 8. Foundation Support   | _____         | _____         |
| 9. Individual Donations   | _____         | _____         |

|   |       |       |
|---|-------|-------|
| 10. City Support                                    | _____ | _____ |
| 11. County Support                                  | _____ | _____ |
| 12. Federal Support                                 | _____ | _____ |
| 13. Applicant Cash                                  | _____ | _____ |
| 14. GCA FY23 Cultural Facilities Grant Award Amount | _____ | _____ |
| 15. <b>TOTAL CASH INCOME</b>                        | _____ | _____ |
| 16. Total In-Kind Donations                         | _____ | _____ |

**Ineligible Expenses**

Due to prohibitions in the Georgia Constitution, by other regulations of the State and/or Federal government, or by policy, there are expenses that GCA does not fund, and these expenses should not be included in the budget.

The following are ineligible expenses:

- Expenditures made before the grant period
- Costs incurred or obligated outside of the grant period
- Expenditures for work not included in the project description in the original application and approved by the grant panel or staff
- Expenses for a commercial component of a property owned by a non-profit organization
- General operating expenses (*Administrative costs for running the organization, including but not limited to salaries, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc. If an applicant hires a specific staff person to oversee the project, and that person’s salary was not included in the general operating support grant application budget, then their salary may be included in the Cultural Facilities Grant application budget.*)
- Any expenses that were already included in another FY23 GCA grant application
- Fundraising event expenses (Fundraisers are events planned to raise money that are not related to the organization’s mission.)
- Work on any facility outside of Georgia
- Work on facilities that are not arts-based
- Tuition for college/university study
- Any arts programming expenses
- Scholarships, prizes, or endowment funds
- Depreciation
- Bad debt
- Alcohol, concessions, or any food or beverages
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- 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.

## **COPIES OF RECEIPTS**

Submit copies of expense receipts for the project funded by GCA's FY23 Cultural Facilities Grant. If you have already submitted a CRR for this grant, do not submit any receipts that were submitted with that CRR.

## **PHOTOS**

Provide photos to show that the work included in the project was completed. Photos should be combined into a single Word or PDF document. GCA may use submitted photos in printed or online material.

## **EXAMPLES OF GCA CREDIT**

Attach an example of a marketing piece (i.e. flyer, ad, program, poster, etc.) which shows that GCA was credited for supporting the project. If you did not print any material, then attach a short paragraph describing how GCA was credited in another way. GCA logos and logo requirements are available on the website at: <https://gaarts.org/what-we-do/grants/gca-logo-requirements/>.

## **LETTERS TO THE GOVERNOR AND STATE LEGISLATORS**

All FY23 grantees are required to write letters to the Governor and their two State Legislators (one State Senator and one State House Representative) describing the project and thanking them for support. Copies of these letters should be uploaded to the final report.

Letters to the Governor and two State Legislators should 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)

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/](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 address and email.



## **CONTRACTOR'S REQUEST FOR REIMBURSEMENT (CRR) FORM**

Upload a scanned copy of the final CRR Form with an original signature. This form must show an actual signature or a digital signature using the Fill & Sign tool within Adobe Reader. **A typed name will not be accepted as a signature.**

The CRR Form can be found here: <https://gaarts.org/what-we-do/grants/cultural-facilities-grant/>.

Please note: Mailing or e-mailing the CRR Form rather than uploading it with your final report will delay processing of your report and your final payment.

## **ADDITIONAL FINAL REPORT INFORMATION**

### **CHANGE OF INFORMATION FORM**

This form is only required if the person signing the final report is not listed as an authorized official on the original application.

Submit the Change of Information Form by logging in to your account in GCA's online grant system and completing the Change of Information Form. GCA's online grant system is available at <http://gaarts.org/apply>. Click on the home icon to access your dashboard. Then scroll down to the Change of Information Form and click on edit to complete and submit the form.

## **QUESTIONS**

If you have questions about the final report form or attachments, please do not hesitate to contact GCA staff.

- For questions about the final report form or GCA grants in general, contact:  
*Allen Bell, Director of Grants and Research, [abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839*
- For questions about grant contracts, grant payments, the CRR form, or residency verification, contact:  
*Delilah Johnson-Brown, Grants Specialist, [dbrown@gaarts.org](mailto:dbrown@gaarts.org) or 404-962-4837*