



## **FY23 Project Grant Final Report Guidelines**

Contact Allen Bell, Director of Grants and Research, with questions  
[abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839

### **UNUSED GRANT FUNDS**

If a grantee is not going to spend the full grant amount, GCA must know early enough in the fiscal year to reallocate those funds to another arts project. If GCA is not notified about unused funds until late in the fiscal year (May-June), there is not time to reallocate the money and it must be returned to the state's general fund. In the recent past, unused funds in one year have had a negative impact on GCA's budget in the following year.

Also, GCA is allowing FY23 grantees to submit Change Forms, which will allow changes to the funded project, including: change of dates up to June 30, 2023; change of project; conversion to a virtual project; or cancellation of the grant and releasing the funds back to GCA. Contact the grant manager if you need to submit a Change Form.

**Please help us protect and utilize all of the state's arts appropriation by submitting your Final Report on time and notifying GCA as soon as possible if you believe that you will not utilize all of your grant funds.**

#### **DEADLINE**

Project Grant Final Reports are **due no later than 30 days after the project is completed**, but 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 any applicant submitted a late FY23 final report, which may have an impact on the organization's final scores.

#### **FINAL REPORT SUBMISSION**

FY23 Project Grant Final Reports will be submitted via GCA's online grant system:  
<http://gaarts.org/apply>

# ABOUT THE FINAL REPORT

## ONLINE FINAL REPORT COMPONENTS

The following will be completed online within GCA's online grant system:

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

The following attachments will be uploaded to the final report in GCA's online grant system:

- **Financial Report Form**
- **Income and Expense Breakdowns**
- **GCA Credit Verification**
- **Letters to the Governor and Legislators**
- **Photos**
- **Locations where project took place (if needed)**
- **Contractor's Request for Reimbursement Form (CRR)**

The following will be completed via these links:

- **Change of Information Form –**  
<https://gaarts.org/apply>

This is only required if the person signing the final report is not listed as an authorized official in the organization's original grant application. The Change of Information Form may be found by signing in to GCA's online grants system, clicking Apply at the top of the page, and choosing the Change of Information Form.

## GCA ONLINE GRANT SYSTEM

All FY23 Final Reports must be submitted via GCA's online grant system: <http://gaarts.org/apply>. This is the same system through which grantees submitted their FY23 grant application.

After you log in, go to your Applicant Dashboard. You will see your FY23 Project Grant Application. Under the application listing, you will see a section entitled Follow Up Forms. Under that section heading will be a form entitled FY23 Project Grant Final Report. To access the form, click the EDIT link to the right.

**Once you have accessed the FY23 Project Grant 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.

## **ONLINE FINAL REPORT FORM**

The following Final Report components must be completed:

### **GENERAL INFORMATION AND GCA 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

*Date of Project* – Actual date the project started and actual date the project ended

*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

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

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

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

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

*Length of Project* – Number of days the funded program took place

### **GCA Grant Impact - Survey Questions**

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 Project Grant:

- *Impact on Project* - Would you have had to cut back on the projected scope of the project if you had not received the GCA grant?
- *Impact on Fund Raising* – Were you able to leverage the GCA grant to help you raise additional money for your organization?
- *Impact on Funder Impressions* - Do you feel that other funders look more favorably on your organization if it is funded by GCA?
- *Impact on Jobs* - 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?
- *Impact on Audiences* - Did this GCA grant allow your organization to reach new audiences?
- *Impact on Partnerships* - Did this GCA grant allow your organization to launch a new collaboration or partnership?

### *Benefits to the Community*

Choose all statements that are true about your program.

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

### **NEA DATA**

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

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**

These questions must be answered in the final report form within GCA's online grant system.

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.
- For each goal that was listed in your original application and also in your grant contract, discuss the progress toward meeting the goal and how your organization evaluated/measured the success toward achieving the goal. If your organization did not meet the identified goal(s), discuss why the goal(s) were not met.
- How did you actively make your project accessible to underserved audiences in your community? *(1,500 character limit)*
- What was the impact of your project both on your organization and the community that you serve, including underserved audiences? *(1,500 character limit)*
- Describe a specific story/anecdote which demonstrates the value of your project to a person/people in your community
- What impact did the GCA grant have on your project?

## **FINANCIAL INFORMATION**

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

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

## **ATTACHMENTS**

The following items will be uploaded to the Final Report.

### **FINANCIAL REPORT FORM**

The Financial Report Form can be found here: <https://gaarts.org/what-we-do/grants/projectgrant/>.

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

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

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

### **INCOME AND EXPENSE BREAKDOWNS**

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

#### **Expenses**

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

#### **Income**

17. Revenue-Other

- The breakdown should include a description and amount for all items that make up the total for that line.
- For lines 1 and 2 (personnel), list the positions included in the total for that line. You do not have to list the individual salary for each position. Indicate whether each position is full-time (FT) or part-time (PT)
- Organizations with multiple employees in similar positions may group those positions together and list the number of positions included.

GCA created the table below to provide an example of the format for the Income and Expense Breakdowns. Grantees should create their breakdowns in Excel or Word and tailored to their own expense and income breakdown line items. GCA expects the columns to be the same as below, and the budget sections to be organized according to the list above, but the exact expense and income line items will vary for each grantee.

**EXAMPLE EXPENSES AND INCOME BREAKDOWN**

Budget Line	Expense	Eligible GCA Expense	Ineligible GCA Expense	Total
1-Personnel Administrative	Executive Director (FT)			
	Curators (FT)- 2			
	Security (PT)- 3			
	<b>SUBTOTALS</b>			<b>\$10,000</b>
5-Remaining Expenses	Utilities	\$246		
	Reception		\$933	
	Rent for Gallery Venue	\$750		
	Supplies to hand artwork	\$256		
	<b>SUBTOTALS</b>	<b>\$1,252</b>	<b>\$933</b>	<b>\$2,185</b>

**The following are ineligible expenses:**

- Capital Expenditures/Equipment, which are permanent fixtures or equipment with a useful life of over one year that cost more than \$5,000. This includes:
  - Buildings or real estate
  - Renovations or improvements involving structural changes
  - Roads, driveways, parking lots or other projects/repairs
  - Permanent or generally immobile equipment
- Fundraising event expenses (Fundraisers are events planned to raise money that are not related to the organization’s mission.)
- Programming outside of Georgia
- Tuition for college/university study
- Scholarships, prizes, or endowment funds
- Debt and interest associated with capital expenditures
- Depreciation
- Bad debt
- Alcohol or concessions
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Programs that are not arts-based
- Travel and accommodation expenses that are over the rate allowed by the State of Georgia (see <http://www.gsa.gov/portal/category/100120> for a breakdown of travel rates)
- Any expenses labeled as miscellaneous, other, additional expenses, discretionary expenses, slush fund, etc.

## **GCA CREDIT VERIFICATION**

Upload an image of publicity material from your project, which documents compliance with the GCA logo and crediting requirements. Examples include, but are not limited to, flyers, brochures, postcards, posters, web pages, press releases, tickets, ads, etc. **DO NOT SEND HARD COPIES OF ANY MATERIAL.** If you did not print material for your project, or if material was printed prior to the grant announcement, then upload a list of the ways in which GCA was credited, such as through an announcement before an event. GCA logos and logo requirements are available on the website at: <https://gaarts.org/what-we-do/grants/gca-logo-requirements/>.

## **PHOTOS**

Submit at least two high resolution photos of your funded program that GCA can use on our website or in published material. In the box available online in this section, please enter any applicable information, such as the photo credit, name of the production, name of the artist whose work is pictured, etc.

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

All FY23 grantees are required to write letters to the Governor and their two State Legislators describing the project and thanking them for their support. Copies of these letters should be combined into a single document and uploaded to the final report. Letters 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 include an actual signature or an official signature through the Adobe Reader Fill & Sign tool. A typed name **will not** be accepted as a signature.

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

**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.

## **LOCATIONS WHERE PROJECT TOOK PLACE (if needed)**

If the funded project took place in more than one location, attach an Excel spreadsheet which lists the street address, city, state and zip code for each location as well as the number of days the project took place in each location.

## **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 GCA grants in general or final reports, 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, or the CRR form contact:

*Delilah Johnson-Brown, Grants Specialist, [dbrown@gaarts.org](mailto:dbrown@gaarts.org) or 404-962-4837*