



Georgia Council for the Arts FY24 Grant Management Handbook

**Bridge Grants
Project Grants
Arts Education Program Grants**

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INTRODUCTION

Congratulations on your GCA grant!

This document outlines information regarding your FY24 grant. FY24 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	August 15, 2023
Submit CRR for first payment (90% of grant)	For Project and Arts Education Program Grant recipients, any time after actual expenses are at least 1.5 times the amount being requested. For Bridge Grant recipients, any time after actual expenses are at least double the amount being requested.
Final Report	For Project and Arts Education Program Grant recipients, all final reports are due no later than 30 days after the end of the funded project. For Bridge Grants, 30 days after the end of the funding period is July 31, 2024.

Questions about grant contracts, Vendor Management Forms, W-9 Forms, ADA Checklists, Residency Verification Affidavits, CRR Forms, and grant payments should be directed to Delilah Johnson-Brown, Grants Specialist, at dbrown@gaarts.org or 404-962-4837.

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

- For Bridge Grants, contact: Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.
- For Project or Arts Education Program Grants, contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404-962-4015.

General Provisions

All awards are made on a fiscal-year basis according to the state of Georgia fiscal calendar (July 1, 2023, through June 30, 2024). The arts programming listed in the application must be completed within fiscal year 2024, and all expenses must be incurred within that same fiscal year.

CONTRACT PACKAGE

GCA FY24 grant recipients will receive a contract package via email.

The contract package will contain:

- the State of Georgia Grant Contract
- FY24 Grant Management Handbook

The package may contain:

- a Corrections and Stipulations (C&S) Memo

All grantees will complete the following relevant segments of the Contract Package Return Follow-Up Form in the GCA online grant system for the grant your organization will receive. You will access the online grant system at <http://gaarts.org/apply>.

All Grantees

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

- A signed FY24 Grant Contract

New Grantees (those that did not receive a GCA Grant in FY23)

All grantees that did not receive a GCA grant in FY23 MUST complete and return these items to GCA via the Contract Package Return Follow-Up form in the online grant system at <http://gaarts.org/apply>.

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

For Residency Verification, grantees that did not receive a GCA grant in FY23 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 your 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 certifying that your organization has no employees (appendix D in your contract).
- 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 FY23)

Returning grantees from FY23 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 pages 13-14 of the Grant Management Handbook

SAM UEI Requirement

Last year, the federal government, including the National Endowment for the Arts (NEA), transitioned 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 19-20 of the Grant Management Handbook.

CONTRACT PACKAGE RETURN FORM

The Contract Package Return Follow-Up Form in GCA's online grant system contains 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 Follow-Up Form in GCA's online grant system no later than August 15, 2023. If the items are not returned by the deadline, the contract may be cancelled and the grantee may not receive the FY24 award. In addition, FY25 grant panels will be informed that the contract was not returned, and they will take this into consideration when scoring.

If extenuating circumstances will prevent you from returning the contract by the deadline, contact Delilah Johnson-Brown (dbrown@gaarts.org) to request an extension.

To locate the Contract Package Return Form, log in to your online grant system account at <http://gaarts.org/apply>. Scroll down and find your FY24 Grant. Below your application will be a green bar, then under that will be the FY24 Grant Contract Package Return Form. Click on EDIT to the far right to open the form.

Contract

The contract will be sent via email. All grantees will sign the contract and upload it through the online grant system at <http://gaarts.org/apply>. 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. The contract will be signed by GCA before it is sent to grantees, so once it is signed by your authorized official, you will upload a fully executed copy.

Supplier (Vendor) Management Form

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

- Your organization did not receive a GCA grant in FY23.
- Your organization received a GCA grant in FY23, 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. Also, do not strike through or write over mistakes on the form. If you make a mistake, please start the form again.



SUPPLIER (VENDOR) MANAGEMENT FORM

Agency Vendor Liaisons **MUST** review this form to ensure the supplier has completed the appropriate highlighted sections 2-5.

Agency Vendor Liaisons **MUST** complete Section 1 the "AGENCY LIAISON USE ONLY" section prior to submission to SAO.

*Leave Section 1 completely blank.

SECTION 1 – STATE OF GEORGIA-AGENCY LIAISON USE ONLY

CHECK ONE AND ENTER ID NUMBER	
<input type="checkbox"/>	Newly Assigned Supplier ID
<input type="checkbox"/>	Existing TeamWorks Supplier ID

SPECIFY THE TYPE OF ACTION(S) REQUESTED BY THE SUPPLIER (VENDOR)

<input type="checkbox"/>	Change Bank Acct - Enter Loc#	<input type="checkbox"/>	(Required for Bank Changes)
<input type="checkbox"/>	Change Address – Enter Addr ID#	<input type="checkbox"/>	(Required for Address Changes)
<input type="checkbox"/>	Replace Invoicing Address	Loc# <input type="text"/>	Addr ID# <input type="text"/>
<input type="checkbox"/>	Replace Remittance Address	Loc# <input type="text"/>	Addr ID# <input type="text"/>
<input type="checkbox"/>	HCM Vendor		
<input type="checkbox"/>	Statewide Contract (DOAS Use Only)		
<input type="checkbox"/>	Classification Change (circle one) Attorney, Gov Non-State of GA, HCM, Non-Supplier, Student, Supplier Minority, Supplier Non-minority		
<input type="checkbox"/>	Other (Provide Details in Section 6 and Initial)		

SECTION 2 – SUPPLIER IDENTIFICATION (Complete all applicable fields) SUPPLIER USE ONLY

FEI/SSN/TIN NUMBER: *Must enter a FEIN. Do not enter a Social Security Number.

SUPPLIER NAME: Name of Organization Receiving Grant Funds. Use the name registered to the FEIN# provided above.

PAYMENT ALT NAME: (IF PAYABLE TO A DIFFERENT NAME) Doing Business As (If Applicable)

ADDRESS: The Address Provided needs to match what is on the Grant Application and other forms.

CITY: Enter City STATE: Enter State ZIP CODE: Enter Zip Code

COUNTRY: Enter "U.S.A." DRIVERS LICENSE #: Enter the DL # for the person who is signing this form and the contract. DL STATE: Enter State for DL

PRIMARY#: Please enter the best phone number. EXT: SECONDARY#: EXT:

LANDLINE CELL (USED FOR IDENTITY VERIFICATION) LANDLINE CELL (USED FOR IDENTITY VERIFICATION)

CONTACT EMAIL: Enter the best email address for the person completing this form.

SECTION 3 – BANK ACCOUNT INFORMATION (REQUIRED FOR ALL NEW SUPPLIERS OR BANKING CHANGES/ADDS FOR EXISTING SUPPLIERS) SUPPLIER USE ONLY

ROUTING # ACCOUNT #

The State Accounting Office will call to verify banking information. Please make sure you provide the correct bank account and routing numbers.

Check one of the two boxes below.

Check here if General Bank Account can be used by ALL State of Georgia agencies making payments.

Check here if this account can only be used for a SPECIFIC PURPOSE.

Describe specific purpose

ACCOUNTS RECEIVABLE NOTIFICATION

PYMT REMIT EMAIL: Enter the primary email address where payment notifications should be sent.

PYMT REMIT EMAIL: Enter a secondary email address where payment notifications should be sent.

I authorize the State of Georgia to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information. The State of Georgia independently authenticates bank account ownership.

Please print name and provide an inked signature or a time-stamped digital signature.

Enter date.

Printed Name of Company Officer

Signature of Company Officer

Date

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 what is entered as the Supplier Name, then enter that name in this line.
- **Address** - This address MUST be a physical address and match the legal address for the organization. (Please contact GCA staff if your organization only has a P.O. Box address.)
- **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) may 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 Form and will not be direct deposited to the organization's bank account.
- **Contact Email** – This should be the best 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 person(s) 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, and email information and must include a physical signature or Adobe certified signature.

Please skip **Section 4** on page two (2) of the Vendor Management Form.

Section 5 is divided into two subsections – **Business Certifications** and **Minority Business Enterprise**. For each subsection, check the appropriate boxes. If none of the Business Certifications apply, type "Business Certifications - Not Applicable" in **Section 6**. If none of the Minority Business Enterprise boxes apply, check the box labeled Not Applicable.

Please **DO NOT COMPLETE OR SIGN** the **signature section** below Section 6 at the bottom of **page two (2)**, as this section is for state agency use only.

When you scan and upload the Vendor Management Form, you must include **both pages** of the form.

With this form, you will also need to upload **a voided check** for the bank account listed on the Supplier (Vendor) Management Form. This serves to confirm the bank information provided.

SECTION 4 – SPECIFY TYPE OF ACTION(S). CHECK ALL THAT APPLY TO THIS REQUEST.			
<input type="checkbox"/>	Deactivate Supplier Profile <i>(Enter justification in Section 6)</i>		
<input type="checkbox"/>	Reactivate Supplier Profile		
<input type="checkbox"/>	Add New Bank Account <i>(Must complete Section 3)</i>		
<input type="checkbox"/>	Change Existing Bank Account <i>(Must complete Sections 1 & 3)</i>		
<input type="checkbox"/>	FEI/TIN Change <i>(Cannot be changed if 1099 applicable)</i>		
<input type="checkbox"/>	Supplier (Business) Name Change		
<input type="checkbox"/>	Add Additional Business Address <i>(Must complete Section 2)</i>		
<input type="checkbox"/>	Change Existing Business Address <i>(Must complete Sections 1 & 2)</i>		
<input type="checkbox"/>	Non- 1099 Applicable	<input type="checkbox"/>	1099 Applicable
<input type="checkbox"/>	1099-M	Enter Code	<input type="text"/> <i>(Required for Form 1099-M)</i>
<input type="checkbox"/>	1099-N	Code	<input type="text"/> 01 <i>(01 is the only code available for the 1099-NEC)</i>
<input type="checkbox"/>	1099 ADDR ID#	<input type="text"/>	<i>(Enter Address ID # where to mail 1099)</i>
<input type="checkbox"/>	Other <i>(Provide Details in Section 6)</i>		
SECTION 5 – TYPE OF BUSINESS (check All That Apply)			
BUSINESS CERTIFICATIONS – CHECK ALL THAT APPLY		MINORITY BUSINESS ENTERPRISE (51% Owned):	
<input type="checkbox"/>	*Small Business	<input type="checkbox"/>	Women Owned
<input type="checkbox"/>	GA Resident Business	<input type="checkbox"/>	Minority Business Certified
<input type="checkbox"/>		<input type="checkbox"/>	Hispanic – Latino
<input type="checkbox"/>		<input type="checkbox"/>	African American
<input type="checkbox"/>		<input type="checkbox"/>	Asian American
<input type="checkbox"/>		<input type="checkbox"/>	Pacific Islander
<input type="checkbox"/>		<input type="checkbox"/>	Native American
<input type="checkbox"/>		<input type="checkbox"/>	Not Applicable
<small>*Based on Georgia law (OCGA 50-5-21) (3) "Small Business" means any business which is independently owned and operated. Additionally, such business must either have 300 or less employees OR \$30 million or less in gross receipts per year.</small>			
SECTION 6 – ADDITIONAL SUPPLIER COMMENTS (Required if the "Other" or "Deactivate" boxes are checked in Section 1)			
<p>By my signature, I certify that all reasonable effort has been made to submit information that is complete, accurate, true, and is associated with the supplier's name and Tax ID listed below.</p>			
Liaison Name: _____		Agency BU#: _____	
Signature: _____		Date: _____	
Email: _____		Phone: _____	

W-9 Form

All grantees that did not receive a grant in FY23, or returning FY23 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.

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>					
<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>						
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>						
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>					
	<p>Part I Taxpayer Identification Number (TIN)</p> <p>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.</p> <p>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.</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </td> </tr> <tr> <td style="text-align: center;">OR</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </td> </tr> </table>		Social security number	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	OR	Employer identification number	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
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	<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 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 I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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.</p>						
<p>Sign Here</p>	<p>Signature of U.S. person ► _____</p>	<p>Date ► _____</p>					

In **section 1**, 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 2**, if applicable, enter the alternate (DBA) name of your organization. Make sure the name you enter exactly matches the Payment Alt Name entered on the Vendor Management Form.

In **section 3**, because all GCA grant recipients are either 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, public college or university, 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. The address entered here 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 individual’s 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 FY23, or returning FY23 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/o7ipjyacdfwvx8u/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

GCA's Residency Verification instructions depend on whether your organization is a nonprofit with employees, a nonprofit with no employees, or a government entity.

- If your non-profit organization received a GCA grant in FY23, 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 (that is, if anyone receives a W2 form from your organization) and did not receive a GCA grant in FY23, the organization must register with E-Verify and submit an affidavit certifying that the grantee uses the E-Verify federal work authorization program.
- If your non-profit organization does not have employees (that is, if no one receives a W2 form from your organization) and did not receive a GCA grant in FY23, then you must complete and submit a form 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 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/>
- 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 this grant contract and all future GCA grant contracts.
- 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.
- ***“Federal Work Authorization User Identification Number”*** is the Employer ID number issued by E-Verify. This is NOT the user login ID and is NOT the organization’s FEIN number.
- ***“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 – 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

If your organization is required to submit Residency Verification and your organization has no employees (that is, no one receives a W2 from your organization), 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. The form can be found in Appendix D attached to the contract or at the following link: <https://www.dropbox.com/s/2uv7sngxhkn9vvt/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% may be requested when the Final Report is submitted.

You will find a link to the CRR Form within the Contract Package Return Form.

The CRR Form can also be found on the grant program pages on the GCA website:

Bridge Grant - <https://gaarts.org/grants/bridge-grant/>

Project Grant - <https://gaarts.org/grants/projectgrant/>

Arts Education Program Grant - <https://gaarts.org/grants/arts-education-program-grant/>

For Project and Arts Education Program Grants: A CRR may not be submitted until **grant expenses totaling at least 50% more than the CRR request amount have been incurred.** For instance, if a grantee is awarded \$5,000 for a Project Grant, then the grantee may request up to \$4,500 (90% of the award) once at least \$6,750 in expenses have been incurred.

For Bridge Grants: A CRR may not be submitted until **grant expenses totaling at least double the CRR request amount have been incurred.** For instance, if a grantee is awarded \$10,000 for a Bridge Grant, then the grantee may request up to \$9,000 (90% of the award) once at least \$18,000 in expenses have been incurred.

Please note the following:

- The address on the CRR must match the address that was submitted on the Supplier (Vendor) Management Form.
- The CRR may be submitted at the same time as the contract as long as enough expenses have been accrued to meet the requirements detailed above.
- CRRs submitted during the year should be e-mailed to Delilah Johnson-Brown at dbrown@gaarts.org.
- The CRR for the final grant payment should be uploaded to the final report.
- No CRR 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.

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 blue 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. Any organization receiving a Bridge Grant must provide this recognition for the entirety of the fiscal year of funding.

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 FY24 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 are strongly encouraged to use all of the funds awarded to complete the project or operations supported by the grant; however, some 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 no later than May 1, 2024, 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, which is June 30, 2024, then our agency must return the funds to the state and may not reallocate the funds to another arts organization.

Programming Changes

If the programming and/or goals that were outlined in your original application change significantly during the grant year, contact your grant manager to discuss the changes. GCA understands that sometimes the scope of a project changes. While this is not always problematic, sometimes the changes take the project too far away from what was proposed in the application. **Discussing changes with GCA early in the process will allow time to make adjustments** to avoid penalties for not fulfilling the project as outlined in the application.

Grant Change Form

Organizations that need to make significant changes to their funded programs should complete the FY24 Grant Change Form within GCA's online grant system. A change form must be assigned by GCA staff. If you need to change your funded project, please contact the appropriate grant manager.

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

GCA will consider the following requests for changes:

- **Change of Date:** Grantees may change the date of their program as long as it takes place prior to June 30, 2024.
- **Change from a Live Event to a Virtual Event**
- **Change of Artist/Program:** GCA will consider requests to change the artist or program. The new program must serve the same audience and purpose as the original program. For instance, if the original program involved a live performance for students, and the company booked for the performance is not currently touring, the grantee could change to an artist who can deliver a virtual performance for the same students.
- **Cancellation:** If the funded program cannot take place, and the option is not available to postpone the event or change to a new artist, the grantee can cancel the event. Grantees that cancel an event will not be able to receive any funds from the grant as the funds will be reallocated to other projects.

Once the change form is submitted, GCA will be in touch to notify the organization whether or not the requested change is approved.

FINAL REPORT

This section addresses the 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 Project and Arts Education Program Grant final reports are due 30 days after the completion of the project.** GCA will publish instructions for **FY24 Project and Arts Education Program Grant** final reports in the fall of 2023.

For **Bridge Grants**, the report is due July 31, 2024, which is 30 days after the end of the funding period. Bridge Grantees may not submit their final report prior to July 1, 2024, as the report must contain financial information for the entire funding period, which does not end until June 30, 2024. **Bridge Grant** final report instructions will be published in the spring of 2024.

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

If the Final Report is not submitted by the deadline, grant panels in the following year will be notified that the grantee did not fulfill the terms of the grant contract.

Goals

In the Final Report, grantees will report on the progress they made toward accomplishing the goals that were outlined in the application.

Matching Income Requirements

Bridge Grants require a 1:1 matching cash income for the grant amount. For this year, Project and Arts Education Program Grants require a 50% matching cash income for the grant amount. The matching funds must be received by the grantee by June 30, 2024. Failure to raise the cash match will result in cancellation of the unmatched portion of the grant award. In-kind contributions of goods, services, or space are not allowed to be included as part of the match.

Total Actual Expenses

GCA will not reimburse an organization for more than 50% of total actual expenses for FY24 Bridge Grants as shown in the Financial Report Form. For instance, if an organization is awarded a Bridge Grant of \$10,000, but the final report shows that the organization only had a total of \$18,000 in actual 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 actual expenses for FY24 Project Grants or Arts Education Program Grants as shown in the Financial Report Form. For instance, if an organization is awarded a Project Grant of \$5,000, but the final report shows that the organization only had a total of \$6,000 in actual expenses, the organization will only receive \$4,000 of the total grant amount.

REQUIREMENT TO OBTAIN A SAM UEI

Last year, the federal government, including the National Endowment for the Arts (NEA), transitioned 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 FINAL GRANT PAYMENTS OR FY24 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 final 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 your organization needs technical assistance with obtaining a SAM UEI or resolving an incident report, contact the [Federal Service Desk](https://www.fsd.gov) (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 the GCA Grants Staff.

For Bridge Grants, contact Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.

For Project and Arts Education Program Grants, contact Emily Yewell Volin, Grants and Arts Education Program, at evolin@gaarts.org or 404-962-4015.

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.

QUESTIONS

Questions about grant contracts, Vendor Management Forms, W-9 Forms, ADA Checklists, Residency Verification Affidavits, CRR Forms, and grant payments should be directed to Delilah Johnson-Brown, Grants Specialist, at dbrown@gaarts.org or 404-962-4837.

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

- For **Bridge Grants**, contact: Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.
- For **Project or Arts Education Program Grants**, contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404-962-4015.