FY24 Bridge Grant
Final Report Guidelines

Contact Allen Bell, Director of Grants and Research, with questions
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. 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

FY24 Bridge Grant Final Reports are due no later than **July 31, 2024**. Final Reports received after the deadline may result in cancellation of the contract balance. In addition, FY26 Grant Review Panels will be notified if an applicant submitted a late FY24 final report, which may have an impact on the organization's final scores.

FINAL REPORT SUBMISSION

FY24 Bridge 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:

- **Income and Expense Report Form**
- **Examples of GCA Credit**
- **Photos**
- **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 FY24 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 FY24 grant applications.

After logging in, go to the Applicant Dashboard by clicking on the home icon. You will see your FY24 Bridge Grant Application. Below the application, you will see a section entitled Follow Up Forms. Below will be a form entitled Follow Up - FY2024 Bridge Grant Final Report. To access the form, click EDIT to the right.

After you access the FY24 Bridge 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 BRIDGE GRANT FINAL REPORT FORM

The following Bridge 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

Organization Street Address - 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.

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 FY24 GCA Bridge 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.
- For each goal that was listed in your original application, discuss your progress on meeting the goal and how you evaluated/measured your success at achieving your goal. If you did not meet your goal(s), discuss why the goal(s) were not met.
- How did your organization actively make your programs accessible to underserved audiences in your community? *(1,500 character limit)*
- What was the impact of your programs 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 Bridge Grant have on your organization?
- What changes did your organization make to programs due to COVID-19 and how did this grant help alleviate the negative economic impact of COVID?

FINANCIAL INFORMATION

Provide the following information for your organization as a whole for the entire fiscal year, July 1, 2023-June 30, 2024, 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.

INCOME AND EXPENSE REPORT FORM
The Financial Report Form can be found here: https://gaarts.org/grants/Bridge- grant/.

The Financial Report Form will provide a table into which you will enter the actual income and expenses and breakdowns for the funding period (July 1, 2023-June 30, 2024).

- Total income and total expenses do not have to be exactly equal.
- Include **ALL** income and expenses for the funding period.

The Bridge Grant requires a 100% cash match for the grant amount. The matching funds must be received by the grantee by June 30, 2024. 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.

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

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 Expenses and Income 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 Income and Expense Breakdowns

Budget Line	Expense	Eligible GCA Expense	Ineligible GCA Expense	Total
1-Personnel Administrative	Executive Director (FT)			
	Curators (FT)- 2			
	Security (PT)- 3			
	SUBTOTALS			**$100,000**
5-Remaining Expenses	Utilities	$246		
	Reception		$933	
	Rent for Gallery Venue	$750		
	Supplies to hand artwork	$256		
	SUBTOTALS	**$1,252**	**$933**	**$2,185**

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:
    o Buildings or real estate
    o Renovations or improvements involving structural changes
    o Roads, driveways, parking lots or other projects/repairs
    o 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.

EXAMPLES OF GCA CREDIT
Upload an example of publicity material from your programming, which shows compliance with the GCA logo 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 notification, 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/grants/gca-logo-requirements/.

PHOTOS
Submit at least one (1) and up to four (4) high resolution photos of your organization's FY24 programs 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.

GCA may use submitted photos in printed or online material. GCA prefers photos in .JPG format, which allows for both print and digital use; however, GCA also will accept photos in .PNG format, or embedded in Word or PDF files.

LETTERS TO THE GOVERNOR AND STATE LEGISLATORS
All FY24 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://pluralpolicy.com/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.

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/grants/bridge-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 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 or 404-962-4837