



MICHIGAN  
ARTS &  
CULTURE  
COUNCIL

# SERVICES TO THE FIELD FINAL REPORT INSTRUCTIONS

The Services to the Field Grant Agreement with MACC requires the final reporting of grant activities. The Final Report is used by MACC for grant agreement monitoring, project evaluation and research. Final grant payment will not be processed until the required grant report is officially received and approved. The content of the report should reflect all programmatic activities that during the grant period and a financial statement reflecting the grant award amount, matching funds and corresponding expenses, in accordance with the grant agreement.

If the report is not completed and submitted by the due date, awardees will be asked to return funds. In addition, until the report is received, future awards from the Michigan Arts and Culture Council will not be processed. Please contact your Services to the Field program manager with questions.

## Final Report Checklist

Before completing the required report in SmartSimple, awardees must have:

- SmartSimple login and password for the account, <https://macc.smartsimple.com>
- Proof of crediting MACC on awardee's website and/or accompanying project materials.
- The same Project Director and Authorizing Official that were listed on the original grant proposal (if not, awardee must submit a Change of Grant Form in SmartSimple).

### NOTE:

- It is strongly recommended that awardees begin the Final Report before the due date to handle any unforeseen technical problems that may prevent a timely submission.
- The successful submission of a report does not confirm the accuracy of the report, materials uploaded, or that it will be approved.
- Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, the grantee will be ineligible to receive funds from MACC until all obligations are met.

## Final Report Overview

In order to complete a Final Report, the grantee must log into SmartSimple with the same credentials entered for the application. Please, do not create new accounts.

Once logged in and the Final Report is open, the system guides grantee through five tabs that must be completed to successfully submit the Final Report. The tabs include GENERAL, REPORT DETAILS, FINANCIAL, QUESTIONS & ATTACHMENTS, and CERTIFICATION.

Similar to the application, navigate the Final Report by clicking the tabs on the main page. At the bottom of each page is a “Save Draft” button. Save work often to avoid any loss of information.

### Two Ways To Access / Begin A Final Report:

1. Log in to SmartSimple.
2. Select “Reports” near upper right screen area to open My Reports section.
3. Select through tabs to find report (for example, DUE or SENT BACK).
4. Select anywhere on grant line to open the Final Report.
5. Here you will find the five (5) tabs to navigate through (GENERAL, REPORT DETAILS, FINANCIALS, QUESTIONS & ATTACHEMENTS, CERTIFICATION).

### OR

1. Log in to SmartSimple.
2. Select “Applications and Grants” near upper right screen area to view My Applications
3. Select tabs to find grant (such as, IN PROGRESS or AWARDED).
4. Select the blue “Open” button on grant line to open the grant.
5. Select the “Final Reports” tab inside the dark blue band on left side of screen.
6. Select anywhere on grant line to open the Final Report.
7. Here you will find the five (5) tabs to navigate through (GENERAL, REPORT DETAILS, FINANCIALS, QUESTIONS & ATTACHEMENTS, CERTIFICATION).

## What is required in each section of the Final Report?

All sections of the Final Report must be complete before submitting.

Be sure to read the accompanying instructions as well as utilize the tooltips next to the questions (indicated with “?”) to seek clarification.

### **GENERAL** tab:

Information in this section will be auto-filled from the original application.

Review the information to ensure that it is still correct. If any of this info is incorrect, please fill out a *Change of Grant* form and send it to MACC to update data. Grantees cannot move forward with the Final Report until this info is correct. If everything is correct, click “Save Draft” at the bottom of the screen and move on.

## REPORT DETAILS tab:

Review the information under “Project” to be sure the project description is correct. Then move on to the “Participation Summary” section. Work through each question. Instructions are explained under each question. Click “Save Draft” often at the bottom of the screen and before moving on.

## FINANCIAL tab:

Scroll down to the “Revenue and Expense Report” section and click on the blue “Open” button. This will open a budget form in a new window. Enter the actual project expenses and revenues from your project. Grantees can utilize the budget from the original application as a guide. When budget information has been completed, select “Save” **and then select** “Close” at the bottom of the screen to move on. Applicants must use budget template in SmartSimple.

MACC requires awardees to list full project expenses and revenues (to balance). **ONLY** provide expenses and revenues directly related to the MACC grant award. Awardees are responsible for keep complete records and receipts.

The itemization **does not** need to exhibit a 1:1 cash and/or in-kind match of the grant award, unless applicant is regranting funds or receives Federal funding as part of the MACC award.

Funding may **ONLY** be used for expenses directly related to services, including:

- Salaries, wages, honoraria, artist fees
- Supplies, materials, catalogs, posters, packaging, distribution, and marketing expenses
- Regranting (if applicable)
- Lectures, symposia, panels, public discussions
- Planning, design, documentation, evaluation, research

Expenses such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel are not appropriate and cannot be included in the budget.

**PLEASE NOTE:** The “MACC Shares” column indicates where MACC grant funds were applied. To total of the MACC Share column must equal the grant award amount. The actual cost of a line item must be entered in the Cash column. Budget definitions are included at the end of this document.

For additional assistance completing financial statements, please contact:

Adam Wheater: 517.881.7272; [wheatera@michigan.org](mailto:wheatera@michigan.org)

Ashley Minarik: 517-599-1381; [minarika2@michigan.org](mailto:minarika2@michigan.org).

## **QUESTIONS & ATTACHMENTS** tab:

Answer the questions in this section with as much details as possible. This is where you'll tell us what you did for your project and how it went. Include links to images, videos etc to show us how your project went and how you gave MCACA credit for your project. All documents attached should be in PDF format. When you've completed each question, click "Save Draft" at the bottom of the screen and move on.

## **CERTIFICATION** tab:

Once you have completed the final report you will need to send the Final Report Certification by clicking on "Send Certification". A DocuSign email will be sent to the Project Director to complete. Once the Project Director completes the DocuSign then it will go to the Authorizing Official to complete the DocuSign.

## **CERTIFICATION and SUBMIT** tabs:

To complete the Final Report, awardees are required to send a Final Report Certification to be signed by Project Director AND Authorizing Official.

1. Select "Submit," this will send the Final Report Certification for signature via DocuSign email to the Project Director. Be sure to check junk/spam folder.
2. After the Project Director signs, the Final Report Certification will automatically go to the Authorizing Official via DocuSign email. Be sure to check junk/spam folder.
3. When the Authorizing Official completes signature, the Final Report Certification will automatically be uploaded in SmartSimple.
4. The Final Report has been submitted.

**Note:** The final report is NOT submitted until the Project Director and Authorizing Official complete the Final Report Certification DocuSign emails.

MACC is not responsible for unsigned documents contributing to missed deadlines.

The successful submission of a Final Report does not confirm the accuracy of the report, materials uploaded or that it will be approved.

MACC may contact grantee throughout final review process with questions or clarifications.

**Please note:** MACC is here to assist with the successful completion of the Final Report.

## BUDGET DEFINITIONS

Activity - Refers to the specific project or range of operations funded by MACC.

In-Kind - items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested/Awarded is the amount requested or awarded in support of services.

## REVENUES

### **EARNED REVENUE DEFINITION:**

**Admissions** - Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

### **UNEARNED REVENUE DEFINITIONS:**

**Applicant Cash** - Funds from the applicant's resources allocated to this project.

**Corporate Support** - Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

**Foundation Support** - Cash support derived from grants given for activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

**Government Support (Federal, Regional & Local)** - Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

**Other Private Support** - Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

**Other Unearned** - Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**State Support / Not from Council** - Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds cannot count toward cash match.

# EXPENSES

**Capital Expenditures / Acquisitions** - Expenses for additions to collection: works of art, artifacts, plants, animals, historic documents, purchases of which is specifically identified with activity.

**Capital Expenditures/Other** - Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

**Employee-Administrative** - Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

**Employees-Artistic** - Payment for employee salaries, wages and benefits specifically identified with the activity: artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Employees-Technical/Production** - Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

**Marketing** - All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio, television advertising, printing, mailing of brochures, flyers, posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

**Non-employee Artistic Fees and Services** - Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

**Non-employee, Other Fees and Services** - Payments to firms or persons for non-artistic services of individuals, not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

**Other Expenses** - All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under "Travel."

**Space Rental** - Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery, and other such spaces.