



NEW LEADERS FINAL REPORT INSTRUCTIONS

The New Leaders Grant Agreement with MACC requires the final reporting of grant activities. Review the instructions below carefully regarding the specific grant reporting requirements. The grant report is used by the Council 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 grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with your grant agreement.

If the report is not completed and submitted by the due date, you will be asked to return funds. Also, until the report is received, future awards by the Michigan Arts & Culture Council will not be processed. If you have questions, please contact New Leaders Grant Manager Chad Swan-Badgero at 517.881.9472, or badgeroc@michigan.org.

Final Report Checklist

Before you start completing the required report in SmartSimple:

- Do you have the SmartSimple login and password for the account?
- Have you credited MACC on your website or accompanying project materials?
- Do you have the same Project Director and Authorizing Official that were listed on the original grant proposal? *(if not you'll need to submit a Change of Grant Form)*

NOTE:

- It is strongly recommended that you begin your online final report before the due date to handle any unforeseen technical problems that may prevent a timely application.
- The successful submission of your report does not confirm the accuracy of the final 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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 the Final Report, the grantee must log into SmartSimple using the same credentials as were used to log in to create the original grant application. **Please do not create a new account.** Once logged in, the system will guide you through the five tabs that must be completed prior to submitting the final report. Please read the accompanying instructions or utilize the tooltips next to each question (indicated by a “?”) to determine what each question is asking. Like 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 “. Be sure to save your work often to avoid any loss of information. You’ll need to complete all five tabs before submitting the final report.

How to access/begin your final report

- 1) On the SmartSimple homepage select “Applications and Grants” in the upper right corner

The screenshot shows the top navigation bar with the following links: Grantee Home, Applications and Grants (highlighted in yellow), Reports, Reviewer Feedback, and Contact Us. Below the navigation bar is a blue banner with the following text:

IMPORTANT: Please remember to update your profile prior to starting your application. If you do not complete your profile, you may not be able to see all opportunities available to you, and you will not be able to submit your application.

Welcome to the Michigan Arts & Culture Council

Please take a moment to familiarize yourself with the application process noting the deadlines for submissions, meeting dates and the status of your application. Please make a note of your username and password as you will need it to access the system in the future.

To access your invitations or applications in progress, click the **"Applications and Grants"** tab in the upper right corner.

To access your Final Reports, click the **"Reports"** tab in the upper right corner.

If you are not seeing a grant opportunity, check your selections in the Organization Profile for: **Organization Status and Applicant Status.** If you are an individual not seeing the MG POD, please check your Personal Profile to insure you've selected a **County and Region.**

- 2) Click on the “Awarded” tab then select “Open” on the right side of the grant award

My Applications

Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

IN PROGRESS (0) SUBMITTED (0) **AWARDED (2)** NOT AWARDED (0) CLOSED (1) ACKNOWLEDGEMENTS (3)

#	Organization Name	Grant Number	Project Name	Application Type	Amount Requested	Amount Awarded	Status	
1	[REDACTED]	23PS6386	Porch on TAP	Project Support	\$19,000	\$13,300	Awarded	Open
2	[REDACTED]	22PS4611	Porch on TAP	Project Support	\$20,000	\$16,000	Awarded	Open

- 3) Click on “Final Reports” on the left side menu

The screenshot shows the 'Final Reports' page for grant 23PS6386. The left sidebar menu has 'Final Reports' highlighted in green. The main content area displays the following information:

23PS6386

Grant Number: 23PS6386
Status: Awarded
Type of Application: FY23 Project SupportFY23 Project Support - 2023
Organization Name: [REDACTED]
Project Director: [REDACTED]
Email Program Officer: [Chad Badgero](#)
Click link to view the Application Guidelines: [Application Guidelines](#)

4) Click on the grant award to open the final report

23PS6386

#	Grant Number	Organization Name	Type	Status	Application Type	Due Date
1	23PS6386		Final Report	Draft	Project Support	10/30/2023

What is required in each section of the final report:

Please be sure that all sections of the final report are completed before submitting. Below, are the steps to completing your final report.

“GENERAL” Tab:

Information in this section will be auto-filled from your 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 so contact data can be updated. You 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 your way through each question. Instructions are explained under each question. When you’ve completed each question, click “Save Draft” at the bottom of the screen and move 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. You can use the budget from your original application as a guide. When you’ve completed the budget information, click “Save” and then click “Close” at the bottom of the screen and move on.

As a reminder funding may ONLY be used for:

- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials

Further, please be aware that there are certain expense items that are not appropriate for MACC funding.

Those items are:

- Costs incurred prior to the grant starting date.
- Indirect costs for the handling/management of grant funds and fundraising.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Historical Projects without a clear cultural focus.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation or purchase of textbooks.
- College or university faculty exhibitions or performances.
- Internal programs at colleges or universities.
- Commissioning of their faculty by colleges or universities.
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree.
- Capital improvements, new construction, renovation or permanent equipment items unless part of a Capital Improvement grant.
- Out-of-state travel.
- Indirect costs

If you need assistance completing your financial statements, please call or email Adam Wheeler: 517.881.7272; wheatera@michigan.org, or Ashley Minarik: 517.599.1381; 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 MACC 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.

Once you have completed all steps above, you will be finished with your final report. You will be notified if MACC has any questions regarding your final report.