



COMMUNITY PARTNERS

FINAL REPORT INSTRUCTIONS

The Community Partners Grant Agreement with Arts Midwest in partner 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 from the Michigan Arts & Culture Council will not be processed. If you have questions, please contact Community Partners Program Manager Chad Swan-Badgero at 517.241.6747.

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- Reports submitted more than three weeks late may result in the grant award being rescinded.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 (which include: “General”, “Report Details”, “Financials”, “Questions & Attachments”, and “Certification”). 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 “Reports” in the upper right corner

The screenshot shows the top navigation bar of the SmartSimple application with the following links: Reviewer Home, Grantee Home, Applications and Grants, Reports (highlighted in yellow), 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 “Due” tab then click on the grant award

The screenshot shows the "My Reports" page. At the top, it says: "Your upcoming Interim and Final Reports will be listed in the Due tab. Reports that are submitted but awaiting signature from the project director or authorizing official will appear in the Pending tab. Submitted and Approved Reports will appear in the Submitted tab."

Below this text are four tabs: DUE (selected), PENDING, SUBMITTED, and SENT BACK. To the right of the tabs is a pagination control showing "1-2 of 2" with left and right arrow buttons.

#	Activity Type	Grant Number	Project Director	Organization	Due Date	Status
1	Final Report	22CP5247			06/30/2022	Draft
						Draft

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 and/or culture bearer stipends
- Travel or lodging for artists and/or culture bearers
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Consumable material and supplies 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 MCACA funding.

Those items are:

- Incentives for participation including cash awards
- Indirect costs
- Individual private lesson instruction
- Payment for apprentices or interns
- Planned fundraising activities
- Scholarships or competitions
- Grant writing fees
- Non-classical art forms including, but not limited to martial arts, healing arts, exercise programs, acrobatics or gymnastics (exceptions exist – contact MACC for details)

- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Out of state travel
- Purchase awards, cash prizes, scholarships, contributions or donations
- Fundraising functions
- Existing deficits, 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
- Capital improvements, new construction, renovation or permanent equipment items

If you need assistance completing your financial statements, please call or email Adam Wheater: 517.241.0911; wheatera@michigan.org, or Ashley Minarik: 517-335-1600; 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.