**CULTURE BUILDS FLORIDA**

FLORIDA DEPARTMENT OF STATE
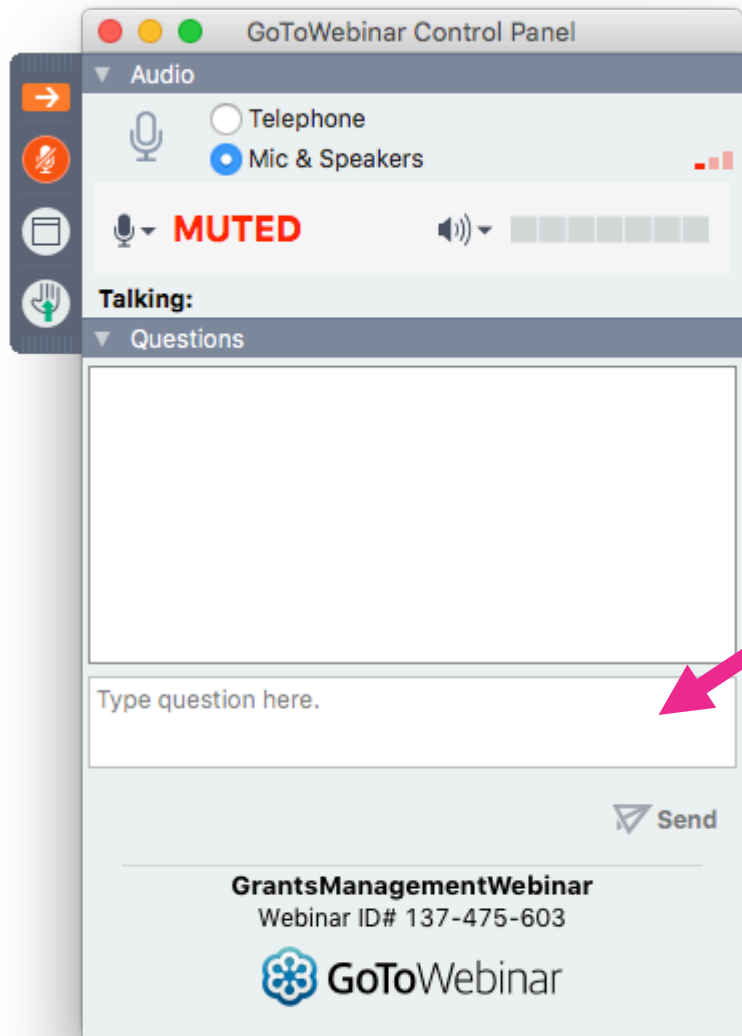DIVISION OF CULTURAL AFFAIRS

# 2021-2022
# Grants Management
# Webinar

There will be no sound until we begin.

# What's in Today's Presentation

- Grants Management Timeline
- How to...
  - Complete the Contract Details Form
  - Access and sign your contract
  - Request Payments
  - Complete the Expenditure Log
  - Submit the Progress Report and Final Report
  - Request Contract Amendments
- Your Questions

CULTURE BUILDS FLORIDA

FLORIDA DEPARTMENT OF STATE
DIVISION OF CULTURAL AFFAIRS

# Grants Management Timeline

- **ASAP:** Grantees submit Contract Details Form

- **July 1, 2021:** Grant period begins; Once contract is executed, you may request the first payment

- **By July 31, 2021:** Grantees have uploaded signed agreement into the online system

- **August 31, 2021**: All contracts MUST be executed

- **January 30, 2022:** Mid-Year Project Progress Report due (for the grant period July 1 through December 31)

- **June 30, 2022:** Grant period ends

- **July 30, 2022:** Final report due

# Contract Details Form

⟳ Explains specifically how grant funds will be spent for the entire grant

period.

⟳ This will be a part of your Grant Award Agreement/Contract.

⟳ There are 4 parts: Deliverables, Budget, Scope of Work and Contact Info.

# Accessing Your Contract Details Form

- Log in to your account at dosgrants.com

- Select "My Grants" from the Grants dropdown menu

- Select "Details" next to your grant

# Accessing Your Contract Details Form

- Find the Contract Details Form under "Forms and Reports"
- Click on "Edit"

**Change Requests**

Add Change Reque

| Change Request # | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|

**Agreements and Amendments**

| Amendment # | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|

**Progress Reports**

| Progress Report Type | Due Date | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|---|
| 2021 General Program Support Mid Year Report | 01/30/2021 | 01/07/2021 | Danila Coppola | 01/11/2021 | Approved | View |
| 2021 General Program Support Final Report | 07/30/2021 | | Christopher Orr | 06/02/2021 | Preparing | Edit |

**Forms and Reports**

| Description | Due Date | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|---|
| Expenditure Log | | 4/9/2021 | Streich, Nina | 4/9/2021 | | ▲ Edit Log |
| Contract Form | | 8/5/2020 | Scott, Stephanie | 8/5/2020 | Executed | ▲ View Contract |
| Contract Details Form | | 8/5/2020 | Scott, Stephanie | 8/5/2020 | Approved | ▲ View |

# Contract Details Form

## Contract Details

### Project Overview

| Grant Number | | Grant Name | Project Number | Organization Name | Payment Address | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|
| 20.c.ps.180.529 | ███████ | General Program Support 2020 | null | Miami Light Project, Inc. | ███████████████ | 07/01/2019 - 06/30/2020 | $27,907.00 |

Review Contr...    ← Return    ☐ Lock Deliverables ☐ Lock Budget ☐ Lock Scope of Work    ☐ / ve

**Deliverables** | Budget | Scope of Work | Contact Info

+ Add new record

| Payment Nu... | Payment Type Code | Deliverable Nu... | Deliverable Description | Documentation | Payment Amo... | |
|---|---|---|---|---|---|---|
| 1 | Fixed Price | 1 | Complete the introductory package of requirements for the implementation of the Scope of Work. | This agreement returned to the Division with correct Authorized Official signatures; Timeline of grant activities for the grant period; and Certificate of Completion* for participation in a DCA Grants Management Webinar and a Pass rating for the Grants Management Quiz. | $6,976.75 | × Delete  ✎ Edit |
| 2 | Fixed Price | 2 | | | $6,976.75 | × Delete  ✎ Edit |
| 3 | Fixed Price | 3 | | | $6,976.75 | × Delete  ✎ Edit |
| 4 | Fixed Price | 4 | | | $6,976.75 | × Delete  ✎ Edit |

# Contract Details Form

- Step 1: Deliverables and Documentation
  - Deliverables are about what your organization is producing. Documentation is your proof that you completed that Deliverable.
  - Deliverables and Documentation do not need to be tied directly to grant fund expenses.
  - Keep Deliverables / Documentation simple to allow for adjustments throughout the grant year.
- Examples:
  - **Deliverable 2:** Execute a minimum of one (1) exhibition.
    - *Documentation:* Provide a copy of exhibition catalog.
  - **Deliverable 3:** Execute a minimum of one (1) performance of a theatrical production.
    - *Documentation:* Provide a copy of performance program.
  - **Deliverable 4:** Execute a minimum of one (1) artist contract for the Token Example Festival.
    - *Documentation:* Provide a copy of artist contract.

# Payment 1/Deliverable 1

- **Deliverable 1 is prepopulated and will be the same for all grantees.**

  - **Deliverable 1:**
    - Complete the introductory package of requirements for the implementation of the Scope of Work.
      - *Documentation:* Introductory package of requirements includes: Timeline of grant activities for the grant period (e.g., Calendar of Events, Season Schedule, etc.) and Grants Management Quiz Completion Confirmation for participation in a DCA Grants Management Webinar.

# Contract Details Form

- Step 2: Budget
  - The Budget will be pre-populated based upon what you submitted in your grant proposal.
  - If your application was not fully funded, you must reduce your budget to match your grant award.
  - If you need to amend your budget because of changes in programming or to simplify your Deliverables, you must do that with this form.
  - This must include match (cash and in-kind, if applicable).
- Tips
  - The grant award will be divided into **FOUR equal payments.** Plan your budget line items accordingly.
  - A simplified budget with fewer grant award line items will be easier to manage throughout the grant period.
  - Be specific! Your budget cannot contain vague categories like "other" or "miscellaneous."

# Non-allowable Expenses

## CANNOT BE INCLUDED IN CONTRACT BUDGET

- STATE FUNDS
- Any funds used to match other DOS grants
- Expenses outside of the grant period
- Lobbying
- Capital Expenditures (unless directly related to the proposal)
- Private entertainment

- Plagues, awards, and scholarships
- Private or restricted events or activities
- Re-granting
- Contributions or donations
- Mortgage payments
- Payments to current DOS employees
- Food & beverages

- Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation, and other financial costs including bank fees and charges and credit card fees

# Match Only Expenses

**CANNOT BE INCLUDED IN GRANT FUNDS**

- Phone
- Utilities
- Office Supplies
- Equipment costing over $1,000
- Property Improvements
- Fixtures
- Building Maintenance
- Travel
- Space Rental

# Contract Details Form

## Step 3: Scope of Work

- The Scope of Work is a description of what grant funds will be spent on during the grant period.
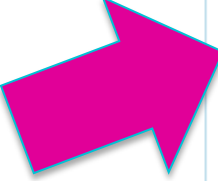- The Scope of Work combines all the deliverables.

## Examples:

- Complete the introductory package of requirements for the implementation of the Scope of Work. Execute a minimum of one (1) production. Execute a minimum of one (1) exhibition. Execute a minimum of one (1) artist contract for the Token Example Festival.

- Complete the introductory package of requirements for the implementation of the Scope of Work. Execute a minimum of three (3) productions.

# Contract Details Form

## Step 4: Contact Info

- You must select your Grant Contact from the drop down menu – this is the person who will receive all of the correspondence regarding your grant.

- You must also select the Grantee Address – this address MUST match the address on your Substitute W-9.

- If you don't see the name of your grant contact, you must add that person to your organization's staff.

# Adding Staff

If you don't see the right contact person in your Contract Details, add them here:

- In the grid at the top of the screen, click your organization name.
- This will take you to your Organization Details; select "Manage Staff."
- Select "Add New Staff Member."

# Add Staff Member

**First Name**

First Name

**Last Name**

Last Name

**Work Email**

Email

**Work ne**

xx

Li Grants account using email address?

◉ Yes

○ No

Add Staff    Go Back

# Adding Staff

- When you get to this screen, click "yes" to link to Grants account to email address.

- The new staff will receive an email; they will need to accept the request.

- Let your program manager know if you've done this so we can assign them the appropriate permissions.

# Example Scope of Work, Deliverables & Documentation

- **Scope of Work:** Complete the introductory package of requirements for the implementation of the Scope of Work. Execute a minimum of three (3) performances of a theatrical production.

  - **Deliverable 1:** Complete the introductory package of requirements for the implementation of the Scope of Work.
    - *Documentation:* Timeline of grant activities for the grant period (e.g., Calendar of Events, Season Schedule, etc.) and Grants Management Quiz Completion Confirmation for participation in a DCA Grants Management Webinar.

  - **Deliverable 2:** Execute a minimum of one (1) performance of a theatrical production.
    - *Documentation:* Provide a copy of performance program.

  - **Deliverable 3:** Execute a minimum of one (1) performance of a theatrical production.
    - *Documentation:* Provide a copy of performance program.

  - **Deliverable 4:** Execute a minimum of one (1) performance of a theatrical production.
    - *Documentation:* Provide a copy of performance program.

# From Details Form to Contract

- Staff will review your submitted Scope of Work and Deliverables.

- When approved, your Grant Award Agreement will be available in the online system.

  - Grant Record Details → View Contract

- Obtain signatures from your authorizing official <u>and a witness.</u>

  - Digital signatures are fine.

- Scan entire contract, not just the signed page.

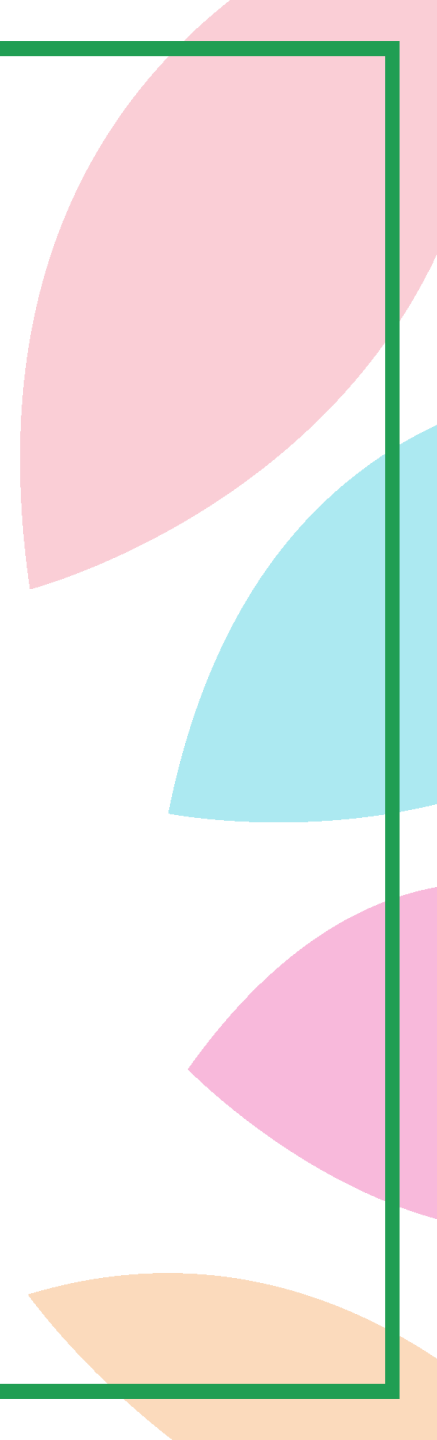- Upload the signed contract to Dosgrants.com

## Forms and Reports

| Description | Due Date | Submitted Date | Last Modified By | Modified Date | Status | Action |
|---|---|---|---|---|---|---|
| Expenditure Log | | | | | | Edit Log |
| Contract Form | | 7/5/2018 | Case, Eric | 7/5/2018 | Available | Edit contract |
| Contract Details Form | | 7/5/2018 | Case, Eric | 7/5/2018 | Approved | View |

Payments &
Expenditure Logs

# Payments

- The Grant Award is disbursed in four payments

- Each payment is tied to a deliverable

- You will need to log into DosGrants and request them
  Note: The first payment is no longer an advance payment

# Payment Schedule

- Payment 1: Available for request **_AFTER_** execution of contract

- Payment 2: Available **October 1**, 2021

- Payment 3: Available **January 1**, 2022

- Payment 4: Available **April 1**, 2022

- Submit your last payment within and not later than **June 30th**, 2022

  **Note: Submit by first week of June to allow processing**

# Payment 1/Deliverable 1

- **Deliverable Description:** Complete the introductory package of requirements for the implementation of the Scope of Work.

- **Documentation:** Introductory package of requirements includes:

  - 1) Timeline of grant activities for the grant period
    (e.g., Calendar of Events, Season Schedule, etc.)
  - 2) Grants Management Quiz Completion Confirmation
    for participation in a DCA Grants Management Webinar.

# Payment 1/Deliverable 1

Timeline of grant activities for the grant period

(e.g., Calendar of Events, Season Schedule, etc.)

**GLOBAL PEACE FILM FESTIVAL**
**2020 – 2021 SCHEDULE OF EVENTS**

July 8, 2020 – Global Peace Film Festival Lives Online (GLO) conversation with Gail Mooney, director.  Her film, "Opening Our Eyes," was available for online viewing.

July 22, 2020 – GLO conversation with Holly Mosher, producer/director.  Her films, "Pay2Play: Democracy's High Stakes" and "Free For All" were available for free online viewing.

July 29, 2020 – Global Peace Film Festival Lives Online conversation with Valarie Kaur, director/author.  Her film, "Divided We Fall: Americans in the Aftermath" is available on her website and her book, "See No Stranger," is available from bookstores.

August 20, 2020 – Global Peace Film Festival Lives Online conversation with Robert Frye, producer/director.  His films, "In My Lifetime" and "Nuclear Requiem" are available on his website.

August 28 – Sept. 2 – Mygration Short Film Contest (organized by GPFF for FusionFest)

Early September (date TBD), 2020 – Global Peace Film Festival Lives Online conversation with Brad Rothschild, director

September 17 – October 11, 2020 – Art exhibit at CityArts Downtown Orlando, 39 S. Magnolia Avenue: "Bombshell: Masquerading Warfare, An Exhibition by Ben Van Beusekom, Couturier"

September 21 – October 4, 2020 – Global Peace Film Festival.  Films will be presented virtually due to the pandemic.

September 26, 2020 – (tentative) GPFF Drive-In screening

September 28 – Oct 4, 2020 – K-12 Peace Art Exhibit.  Exhibit will be presented online due to the pandemic.

September 29, 2020 – First screening of Mygration Short Film Contest films at Enzian Theater.

October 2020 – May 2021 – Indie Lens Pop-Up program.  Community screenings of five films between October and May.  Collaboration with ITVS (San Francisco) and WUCF-TV.  Films will be presented virtually if screenings are not possible in community venues.

October 2020 – July 2020 – Global Peace Film Festival Lives Online, conversations with filmmakers.  Two "GLOs" will be presented each month, dates TBD.
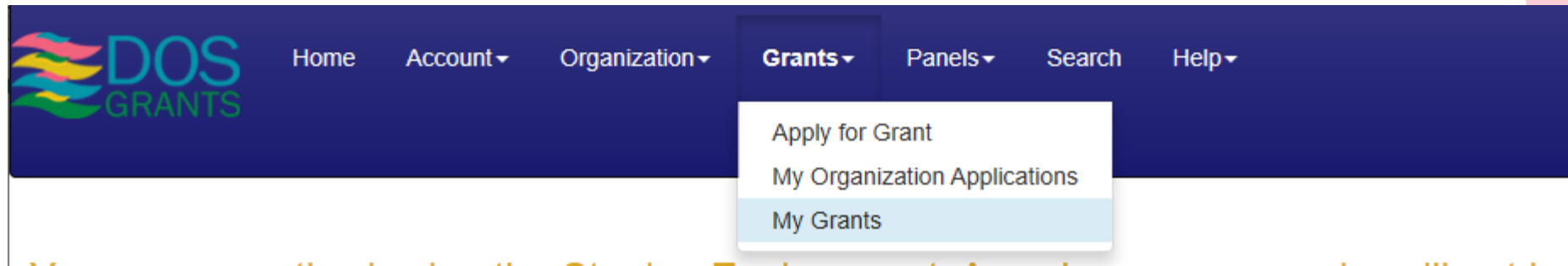
# Payment 1/Deliverable 1

Grants Management Quiz Completion Confirmation for participation in a DCA Grants Management Webinar.

https://dos.myflorida.com/cultural/grants/managing-your-grants/grant-management-quiz/



This certificate is granted to

## GirlMuseum

recognizing a score of

## 100 / 100
on the

## 2021-2022 GRANTS MANAGEMENT QUIZ

6/21/2021 9:58:57

CULTURE
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FLORIDA
FLORIDA DEPARTMENT OF STATE
DIVISION OF CULTURAL AFFAIRS

# How to request Payments

Log onto your account at https://dosgrants.com/
Then select My Grants from the Grants dropdown

# How to request Payments

Click the "Details" button next to your current grant
It will take you to the Grant Record Details page:

## My Grants

View All

**Enter Grant Number, Organization Name, Project Name, Program or Program Assigned Number:**

Drag a column header and drop it here to group by that column

| Grant Number | Project Number | Grant Name | Program | Organization | Award Amount | Status | Actions |
|---|---|---|---|---|---|---|---|
| 21.h.sm.100.100 | | Bethlehem Methodist Episcopal Cemetery Conservation Management Plan | Small Matching | University of Florida | $12,500 | Funded | *i* Details  Details |
| 21.c.ps.170.187 | | Florida Museum General Program Support 2021 | General Program Support | University of Florida | $49,027 | Funded | *i* Details |
| 21.c.ps.170.193 | | Harn Museum of Art General Program Support 2021 | General Program Support | University of Florida | $48,399 | Funded | *i* Details |

# How to request Payments

HINT – you may want to bookmark this page. It is the HUB of your grant
Click the "Request Payment" button, this will launch the payment request page

## Grant Record Details - 21.c.ps.170.187

View Application     Activity Log     Return to My Grants

### Project Overview

| Grant Number | FEIN | Grant Name | Project Number | Organization Name | Payment Address | Amount Paid | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|---|
| 21.c.ps.170.187 | ██████ | Florida Museum General Program Support 2021 | | University of Florida | | $36,770.25 | 07/01/2020 - 06/30/2021 | $49,027.00 |

### Payments

Request Payment

| Type of Payment | Payment | Invoice | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Request Approved | Date Paid | Payment Amount | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fixed Price | 1 | 121c187 | | Paid | 08/26/2020 | 07/01/2020 | 07/31/2020 | 09/22/2020 | 10/02/2020 | $12,256.75 | ▲ View |
| Fixed Price | 2 | 221c187 | | Paid | 02/09/2021 | 08/01/2020 | 12/31/2020 | 02/11/2021 | 02/26/2021 | $12,256.75 | ▲ View |

# How to request Payments

Project Overview

| Grant Number | FEIN | Grant Name | Project Number | Organization Name | Payment Address | Amount Paid | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|---|
| 21.c.ps.170.187 | ▮ | Florida Museum General Program Support 2021 | null | University of Florida | ▮ | $36,770.25 | 7/1/2020 - 6/30/2021 | $49,027.00 |

Payment request: (Fixed Price)

Select one or more deliverables for this payment*

| ☑ Select All | Deliverable Number | Deliverable Amount | Deliverable Description | Documentation |
|---|---|---|---|---|
| ☑ | 1 | $12,256.75 | Complete the introductory package of requirements for the implementation of the Scope of Work. | Introductory package of requirements includes: Timeline of grant activities for the grant period (e.g., Calendar of Events, Season Schedule, etc.) and Grants Management Quiz Completion Confirmation for participation in a DCA Grants Management Webinar. |
| ☑ | 2 | $12,256.75 | Finalize payments for one (1) contracted feature exhibition | Proof of exhibition final payment |
| ☑ | | $12,256.75 | Execute a minimum of one (1) exhibition | Marketing materials that document exhibition opening |
| ☑ | 4 | $12,256.75 | Execute a minimum of one (1) exhibition | Marketing materials that document exhibition run |

**Payment Details (Fixed Price)**

Invoice Period Begin Date:* 06/01/2021

Invoice Period End Date:* 06/02/2021

ATTN:

Notes

**B** *I* ☰ ☷ ☲ ✎

Test

**Payment Documentation** *

Select the "Add new file" button to upload payment documentation.

+ Add new file

| Title | Description | Choose File | |
|---|---|---|---|
| Test | Test | View file | ✎ Edit  ✕ Delete |

|◀ ◀ **1** ▶ ▶|  1 - 1 of 1 items

💾 Save   📤 Submit

# How to request Payments

Project Overview

| Grant Number | FEIN | Grant Name | Project Number | Organization Name | Payment Address | Amount Paid | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|---|
| 21.c.ps.170.187 | ███ | Florida Museum General Program Support 2021 | null | University of Florida | ███ | $36,770.25 | 7/1/2020 - 6/30/2021 | $49,027.00 |

Payment request: (Fixed Price)

Select one or more deliverables for this payment*

| ☑ Select All | Deliverable Number | Deliverable Amount | Deliverable Description | Documentation |
|---|---|---|---|---|
| ☑ | 1 | $12,256.75 | Complete the introductory package of requirements for the implementation of the Scope of Work. | Introductory package of requirements includes: Timeline of grant activities for the grant period (e.g., Calendar of Events, Season Schedule, etc.) and Grants Management Quiz Completion Confirmation for participation in a DCA Grants Management Webinar. |
| ☑ | 2 | $12,256.75 | Finalize payments for one (1) contracted feature exhibition | Proof of exhibition final payment |
| ☑ | 3 | $12,256.75 | Execute a minimum of one (1) exhibition | Marketing materials that document exhibition opening |
| ☑ | 4 | $12,256.75 | Execute a minimum of one (1) exhibition | Marketing materials that document exhibition run |

**Payment Details (Fixed Price)**

**Invoice Period Begin Date:*** 06/01/2021

**Invoice Period End Date:*** 06/02/2021

**ATTN:**

**Notes**

B  I

Test

Save  Submit

**Payment Documentation ***

Select the "Add new file" button to upload payment documentation.

Add new file

| Title | Description | Choose File | |
|---|---|---|---|
| My Exhibition | Marketing Materials | View file | ✏ Edit  ✕ Delete |

1 - 1 of 1 items

**But, WAIT, you are NOT done!!**

# How to request Payments

## Payment Request Confirmation Page

Payment Request Details - please review the information below

**Payment #:** 4     **Payment Type:** Fixed Payment     **Invoice period:** 6/1/2021 to 6/2/2021

**Payment amount:** $12,256.75     **ATTN:**

**Payment Deliverables**

| Deliverable Number | Deliverable Description | Deliverable Amount |
|---|---|---|
| 4 | Execute a minimum of one (1) exhibition | $12,256.75 |

**Notes**

Test

**Payment Documentation**

| Title | Description | Choose File |
|---|---|---|
| My Exhibition | Marketing Materials | View file |

◀◀ ◀ **1** ▶ ▶▶     1 - 1 of 1 items

☑ I hereby certify that I am authorized to submit this payment on behalf of University of Florida and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

**Electronic Signature of Authorized Official:**  Test signature

⊡ Submit

# How to request Payments

After the payment is successfully submitted, you will be returned to the Grant Record Details page

*IMPORTANT*
If your payment status says PREPARING, it has NOT BEEN SUBMITTED!!

Payment Request has been submitted.

## Grant Record Details - 21.c.ps.170.187

View Application     Activity Log     Return to My Grants

### Project Overview

| Grant Number | FEIN | Grant Name | Project Number | Organization Name | Payment Address | Amount Paid | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|---|
| 21.c.ps.170.187 | | Florida Museum General Program Support 2021 | | University of Florida | | $36,770.25 | 07/01/2020 - 06/30/2021 | $49,027.00 |

### Payments

| Type of Payment | Payment | Invoice | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Request Approved | Date Paid | Payment Amount | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fixed Price | 1 | 121c187 | | Paid | 08/26/2020 | 07/01/2020 | 07/31/2020 | 09/22/2020 | 10/02/2020 | $12,256.75 | ▲ View |
| Fixed Price | 2 | 221c187 | | Paid | 02/09/2021 | 08/01/2020 | 12/31/2020 | 02/11/2021 | 02/26/2021 | $12,256.75 | ▲ View |
| Fixed Price | 3 | 321c187 | | Paid | 02/25/2021 | 01/01/2021 | 01/31/2021 | 02/26/2021 | 03/12/2021 | $12,256.75 | ▲ View |
| Fixed Price | 4 | 421c187 | | Requested | 06/8/2021 | 06/01/2021 | 06/02/2021 | | | | ▲ View |

# Payments

- Once you have expended Payment 1, and completed Deliverable 2, if the second payment is available (check the calendar), you can submit the Grant Funds Expenditure Log AND request Payment 2.

- Repeat all these steps for Payments 3 and 4.

- NOTE: You can check status of payments at https://facts.fldfs.com

# The Expenditure Log

- The Expenditure Log documents expenditures of Grant Funds.
- No need to include Cash Match or In-Kind transactions in the log.
- Do not group expenditures together, but enter EACH transaction separately.
- This log will be updated throughout the grant period until it accounts for your full award amount
- You may only expend grant funds in the budget categories indicated in the grant award agreement budget. Check the totals, you can only exceed them by 20% +/-

# How to complete the Expenditure Log

From the Grants menu, choose "My Grants" and select the "Details" button next to your current grant to go back to the Grant Record Details page (The Hub)

## My Grants

View All

| Enter Grant Number, Organization Name, Project Name, Program or Program Assigned Number: | | | | | | | |
|---|---|---|---|---|---|---|---|

Drag a column header and drop it here to group by that column

| Grant Number | Project Number | Grant Name | Program | Organization | Award Amount | Status | Actions |
|---|---|---|---|---|---|---|---|
| 21.h.sm.100.100 | | Bethlehem Methodist Episcopal Cemetery Conservation Management Plan | Small Matching | University of Florida | $12,500 | Funded | _i_ Details  Details |
| 21.c.ps.170.187 | | Florida Museum General Program Support 2021 | General Program Support | University of Florida | $49,027 | Funded | _i_ Details |
| 21.c.ps.170.193 | | Harn Museum of Art General Program Support 2021 | General Program Support | University of Florida | $48,399 | Funded | _i_ Details |

# How to complete the Expenditure Log

Scroll down to the Forms and Reports section and click the Edit Log button to access the Expenditure Log.

### Forms and Reports

| Description | Due Date | Submitted Date | Last Modified By | Modified Date | Status | Action |
|---|---|---|---|---|---|---|
| Expenditure Log | | | | 9/22/2017 | | Edit Log |
| Contract Form | | | | 8/16/2017 | Executed | View contract |
| Contract Details Form | | | | 8/16/2017 | Approved | View |

# How to complete the Expenditure Log

On the Expenditure Log page, click the Add New Record button. It will open a new page where you will begin adding expenditures.

# How to complete the Expenditure Log

Use the entry boxes to provide the following information:

- **Invoice** – Add the invoice number
- **Transaction Number** – Unique number of transaction in your accounting system or financial institution. Example - "Check 2058," "EFT 289," or "Debit 7338." **NOTE**: You **MUST** have **either** an Invoice **or** Transaction number, but do not need both.
- **Payment Date** – The date of transaction MM/DD/YYYY format.
- **Payee** – Whom the transaction is paid too (this should not be your organization).

# How to complete the Expenditure Log

o **Transaction Total** – TOTAL amount of transaction.
o **Grant Funds** – PORTION of transaction attributed to grant funds. Must be less than or equal to the Transaction Total.
o **Cash Match/In-Kind** – Leave blank
o **Deliverable** – Choose Deliverable that corresponds to the expenditure.
o **Budget Category** – Select the budget category that corresponds to this transaction. **NOTE**: You may only expend grant funds in the budget categories/line items that included grant funds in the contract budget.
o **Description** – Provide a **BRIEF** description of the expenditure.

# How to complete the Expenditure Log

## Grant Funds Expenditure Log

| Organization Name | Grant # | Award Amount | Date Completed |
|---|---|---|---|
| Florida International University Foundation, Inc. | 21.c.ps.170.630 | $26,783 | 7/6/2020 11:04:08 AM |

Link to Contract Details

[+ Add new record] [Export to Excel]

Drag a column header and drop it here to group by that column

| Invoice | Transaction | Payment ... | Payee | Transactio... | Grant Funds | Cash Match | In Kind | Budget Item | Description | Deliver... | Status | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | #101 | 5/15/2021 | Staff | $500.00 | $500.00 | | | Outside Fees and Services: Other - Independent contractors | Test Expenditure | 1 | New | ✎ Edit | ✕ Delete |
| | #102 | 6/5/2021 | Staff | $425.00 | $425.00 | | | Government Support: Local/County - Miami Beach Cultural Anchor Grant | Test Expenditure 2 | 2 | New | ✎ Edit | ✕ Delete |
| | | | | Total Transacti... $925.00 | Total Grant Funds: $925.00 | Total Cash Match: null | Total In Kind: null | | | | | | |

[◄◄] [◄] (1) [►] [►►]   200 ▾ items per page                    1 - 2 of 2 items  ↻

Comments:

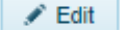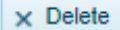| B | I | ≔ | ≕ | ⇥ | ✐ |

[Submit]

# How to complete the Expenditure Log

Once an expenditure is submitted, you are no longer able to edit or delete it.
If you need to edit a submitted entry, please ask your Program Manager to return it to you. If there is an entry that is incorrect, it will be returned to you for correction.

| Invoice | Transaction | Payment Date | Payee | Transaction Total | Grant Funds | Cash Match | In Kind | Budget Category List | Description | Deliverable | Status | |
|---------|-------------|--------------|-------|-------------------|-------------|------------|---------|----------------------|-------------|-------------|--------|---|
| 1003 | Check 2058 | 9/10/2017 | Company, Inc. | $1,000.00 | $500.00 | $500.00 | | Outside Fees and Services: Other | Equipment rental for event | 1 | Approved | |
| 651 | Check 2059 | 9/10/2017 | John Smith | $2,000.00 | $2,000.00 | | | Personnel Programmatic | Program staff salary | 1 | Returned | ✏ Edit  ✕ Delete |
| | EFT 129 | 9/12/2017 | Marketing Vendor Inc. | $800.00 | | $800.00 | | Marketing | Event promotion | 1 | Approved | |

# The Expenditure Log

- Remember to follow your Contract Budget when completing the expenditure log. All of your expenditures must be allowable items that fit into the categories in your contract budget.

- There is a 20% leeway that you can use if you spent more/less that you initially thought.

- You can list a single transaction multiple times if it is allocated to multiple budget categories

  - Example – The Executive Director is allocated 50% to Personnel: Administrative and 50% to Personnel: Programmatic, you would add the single transaction twice, allocating half of the transaction to each of the different budget categories.

# CULTURE BUILDS FLORIDA

## FLORIDA DEPARTMENT OF STATE
## DIVISION OF CULTURAL AFFAIRS

# Reports

- **Mid-Year Project Progress Report** for the grant period July 1 through December 31; due no later than **January 30**.

- **Final Report** for the grant period; due no later than **July 30**.

- Report forms will be available on your Grant Record Details page, under "Progress Reports" (see next slide).

# Grant Record Details - 21.c.ps.180.354

View Application    Grant Status    Activity Log    Return to My Grants

## Project Overview

| Grant Number | FEIN | Grant Name | Project Number | Organization Name | Payment Address | Amount Paid | Grant Period | Award Amount |
|---|---|---|---|---|---|---|---|---|
| 21.c.ps.180.354 | ▮▮▮ | General Program Support 2021 | | Fundarte, Inc. | | $17,880.00 | 07/01/2020 - 06/30/2021 | $23,849.00 |

## Payments

| Type of Payment | Payment | Invoice | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Request Approved | Date Paid | Payment Amount | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fixed Price | 1 | 121c354 | | Paid | 08/17/2020 | 07/01/2020 | 08/15/2020 | 09/01/2020 | 09/21/2020 | $5,960.00 | ▲ View |
| Fixed Price | 2 | 221c354 | | Paid | 10/13/2020 | 08/31/2020 | 10/08/2020 | 10/18/2020 | 11/04/2020 | $5,960.00 | ▲ View |
| Fixed Price | 3 | 321c354 | | Paid | 03/08/2021 | 01/01/2021 | 03/08/2021 | 03/22/2021 | 03/26/2021 | $5,960.00 | ▲ View |
| Fixed Price | 4 | 421c354 | Summer Callahan | Requested | 05/31/2021 | 05/01/2021 | 05/31/2021 | | | $5,969.00 | ▲ Manage Request |

## Change Requests

Add Change Request

| Change Request # | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|

## Agreements and Amendments

| Amendment # | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|

## Progress Reports

| Progress Report Type | Due Date | Submitted Date | Last Modified By | Modified Date | Status | Actions |
|---|---|---|---|---|---|---|
| 2021 General Program Support Mid Year Report | 01/30/2021 | 01/17/2021 | Summer Callahan | 02/17/2021 | Approved | View |

# Florida Single Audit Act (FSAA)

🌀 **All organizations are now required to complete FSAA compliance in DOSgrants.com**

# What is the Florida Single Audit Act?

Requires recipients/sub recipients to have state single audit, if $750,000 or more in state financial assistance is **<u>expended</u>** during the non-state entity's fiscal year. (Section 215.97, F.S., "Florida Single Audit Act")

- Applies to **non-state entities*** (see Additional Resources for definition)

- Mirrors (but not identical to) Federal Single Audit Act

# Purpose of the Florida Single Audit Act:

1. Uniform state audit requirements

2. Sound financial management

3. Audit economy and efficiency

4. Adequate monitoring by state agencies

5. Identify state financial assistance in state and non-state entity's accounting records

# Additional Resources:

- Florida Single Audit Act requirements
  - [Department of Financial Services](#)
  - [State of Florida Auditor General Q&A](#)

- Federal Single Audit Act requirements
  - [Office of Management and Budget Compliance Supplement](#)

A brief introduction

# FSAA COMPLIANCE IN DOSGRANTS

↻ For complete instructions, see our FSAA

Tutorial (available on our website [here](here))

**DOS GRANTS**

Home | Account ▾ | **Organization ▾** | Grants ▾ | Panels ▾ | Search | Help ▾

Welcome
Log Out

View My Organizations
My Organization Requests
Request to Join Organization
Create an Organization
Search Organizations

You are currently viewing the ~~~~~~~~~~~~~~~~nt. Any changes you make will not be save~
permanently. Visit the Grants~~~~~~~~~~~~~~~~~~www.dosgrants.com to apply for Grants.

# My Dashboard

# Organization Details

## Gateway Center for the Arts, Inc.

Request Account Association with Gateway Center for the Arts, Inc.

Edit Organization | Manage staff | Manage Relationships | Deactivate Organization

| Organization Information | Organization Applications | Organization Grants | Single Audit Act |

| | | | | | |
|---|---|---|---|---|---|
| **Legal Name:** | Gateway Center for the Arts, Inc. | **FEIN:** | 59-3527410 | **DBA Name:** | |
| **Alternate Name:** | | **Known By:** | | **Vendor Sequence:** | |
| **Organization Purpose:** | Other | **Organization Type:** | Nonprofit Organization | **County:** | Volusia |
| **House District:** | | **Senate District:** | | **Congressional District:** | |
| **Email:** | ▉▉▉▉▉▉ | **Phone:** | ▉▉▉▉▉▉ | **Fax:** | |
| **TDD:** | | **Website:** | www.gatewaycenterforthearts.org | **OCLC Symbol:** | |
| **Organization Status:** | Active | **Status Effective Date:** | 6/27/2018 | | |
| **DUNS:** | 87-662-30 | **Organization Fiscal Year-End Date:** | 08/31/2020 | | |
| **Archived Notes:** | | | | | |
| Physical Address: | ▉▉▉▉▉▉ | | | | |
| Mailing Address: | ▉▉▉▉▉▉ | | | | |
| Payment Address: | ▉▉▉▉▉▉ | | | | |

# Organization Details

## Gateway Center for the Arts, Inc.

Request Account Association with Gateway Center for the Arts, Inc.

Edit Organization | Manage staff | Manage Relationships | Deactivate Organization

| Organization Information | Organization Applications | Organization Grants | Single Audit Act |

Organization Fiscal Year-End Date:   08/31/2020

## Single Audit Certification Form

| Organization Fiscal Year-End | Status | Certification Form | IG Review | Due Date |
|---|---|---|---|---|
| 2020 | Pending | ✏ Edit | | 5/31/2021 |

## Financial Report Upload

| Organization Fiscal Year-End | Status | Report Upload | IG Review | Due Date |
|---|---|---|---|---|

# International Travel

In accordance with Section 15.182, *Florida Statutes* (International travel by state-funded musical, cultural, or artistic organizations; notification to the Department of Economic Opportunity), **the grantee shall notify the Department of State of any international travel at least 30 days before the date the international travel is to commence** or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include date, time, and location of each appearance.

# Sponsorship Credit

Be sure to use the ~~DCA logo~~.
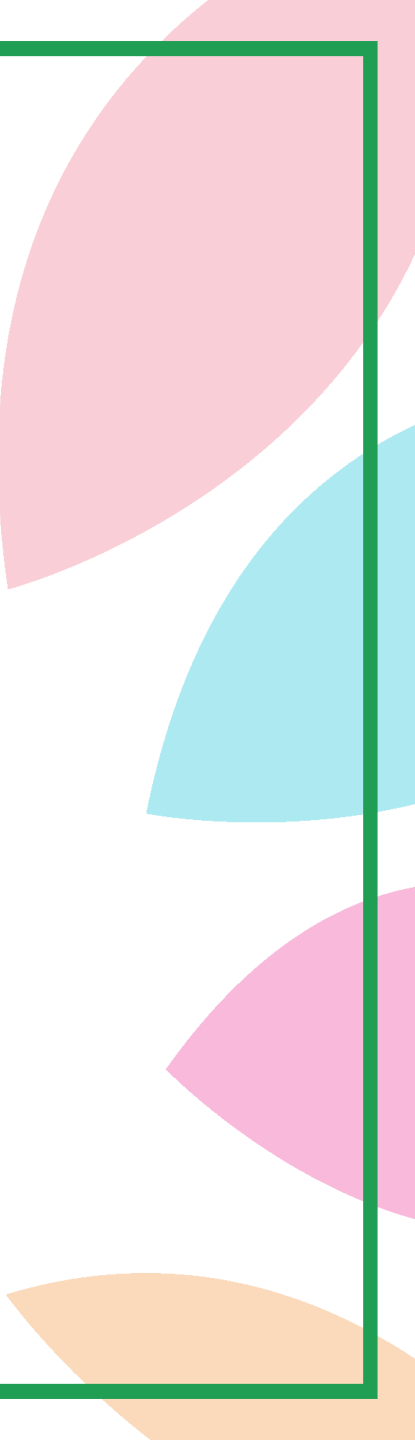
# Sponsorship Credit



http://dos.myflorida.com/cultural/about-us/logo/

# Sponsorship Credit

- Effective July 1ˢᵗ …………………………………………

Division of Arts and Culture!

# Updated Sponsorship Statement:

*Sponsored in part by the State of Florida, Department of State, Division of Arts and Culture and the Florida Council on Arts and Culture.*

# Grant Program Managers

**Summer Callahan**
Summer.Callahan@DOS.MyFlorida.com

Literature (110)
Traditional Arts (112)
Community Theatre (141)
Professional Theatre (142)
Presenter (180)

**Michelle Smith Grindberg**
Michelle.SmithGrindberg@DOS.MyFlorida.com

Dance (101)
Music (102)
Arts in Education (200)

**Danila Coppola**
Danila.Coppola@DOS.MyFlorida.com

Visual Arts (105)
Media Arts (109)
Multidisciplinary (114)
Underserved (UCCD) (400)
Local Arts Agencies (500)
State Service Organizations (600)

**Sarah Stage**
Sarah.Stage@DOS.MyFlorida.com

Museums (170)
Artist Projects (800)

# Questions

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# Answers

Links for the presentation and materials will be emailed to today's participants after the session

Don't forget to take the [webinar quiz](#)!

CULTURE
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