



Your Florida ARP Cultural Grant has been approved and funded. The next step in the process is to complete the Contract Details Form in dosgrants.com.

Please do not make any revisions to the scope of work or deliverables when completing your Contract Details Form.

You will need to revise your budget to match the award amount.

Things to remember when revising your budget:

- **Your Florida ARP grant may NOT be used as match for any other state or Federal award (including your Florida Division of Arts & Culture 21-22 GPS or SCP grant)**
- **There may be no commingling of federal funds and no overlapping of project costs, i.e., federal funds from different sources may not support the same expenses during the same period of time. Recipients will be required to keep documentation to show which costs are being supported by each funding source.**
- **Funds are intended to support day-to-day business expenses/operating costs. Support is limited to any or all of the following:**
 - Salary support, full or partial, for one or more staff positions.
 - Fees/stipends for artists and/or contractual personnel for services they provide for specific activities in support of your organization's general operations. The specific organizational activities referenced in the above bullet must be part of the organization's regular, day-to-day work and cannot be for a new or special project or program. Some examples:
 - *A museum could contract with security guards for ongoing protection of the collection as that is a day-to-day function of the museum's operations.*
 - *An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement.*

- *An arts education organization whose day-to-day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.*
- *Contracting for a new professional development training program for staff would not be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.*
- *An organization might need to hire/contract for tech support to carry out its ongoing virtual activities, including individuals to provide expertise in the areas of staging, lighting, or sound.*
- Facilities costs such as rent and utilities, e.g., electric, phone, gas bills.
 - *Upgrades to HVAC/ventilation systems are unallowable.*
 - *Costs related to home offices are unallowable.*
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.
- For Individual Artist Projects, artist fees/stipends to carry out specific projects and activities.
- **Unallowable costs include:**
 - Home Offices. All costs related to home offices are unallowable per 2 CFR 200.465(f).
 - Retail Workers, such as gift shop employees and café workers, are unallowable.
 - Lobbyists.

Completing the Contract Details Form and Executing Your Contract

To create the contract for your Florida ARP Cultural Grant, you must first complete the Contract Details Form in the dosgrants.com system.

- I. Navigating to the Contract Details Form
 - a. From the GRANTS drop down menu, select “My Grants.”



- b. This will take you to a list of your recent & current funded grants. Click "Details" next to your Florida ARP grant.
 - c. You will now be on the Grant Record Details page (hint - bookmark this page. It is the hub for your grant, and anything you need to do for this grant can be done from this page).
 - d. In the middle of the page you will see "Forms and Reports." This is where you will be able to find the forms that grantees are required to submit during their grant period. Find "Contract Details Form" and in the Actions column choose "Edit."

The screenshot shows the "Grant Details" page. At the top right, there are links for "View Application", "Activity Log", and "Go Back". Below this is the "Project Overview" section with a table of grant information. The "Forms and Reports" section contains a table with columns for Description, Due Date, Submitted Date, Last Modified By, Modified Date, Status, and Action. The "Contract Details Form" row has an "Edit" button circled in orange.

Grant Number	FEIN	Grant Name	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
18.c.01					\$0	07/01/2017 - 06/30/2018	\$10,000

Description	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Action
Expenditure Log						
Change Request						
Payment Request						
Report						
Contract Details Form						Edit

- II. Completing the Project Details Form
 - a. There are four tabs: *Deliverables*, *Budget*, *Scope of Work*, and *Contact Info*.

**You will only input information on the tabs for
*Budget and Contact Info.***

- b. The Scope of Work and Deliverables tabs have already been populated for you. Click on the Contact Info tab.
 - c. From the dropdown box, select the contact person for your organization's grant. If the person you would like to select is not listed:
 - i. If they have an account in the system but do not show in the dropdown box, they may not be associated with your organization. Follow the instructions in the dosgrant.com [FAQ's](#).
 - ii. If they do not have an account in dosgrants.com, they will need to create one and then be associated with your organization. Instructions may be found in the dosgrant.com [FAQ's](#).
 - d. Be sure to click SAVE before leaving the page.
 - e. Click on the Budget tab. ***You will need to adjust your budget to match your award amount. Now is the time to make any adjustments to your budget to reflect any changes that have occurred since writing your application.*** You may also simplify your budget by moving grant funds to 1 budget item. Because Florida ARP grants do not require matching funds, please do not enter anything for Cash Match or In-Kind Match. Line items may be edited by clicking "Edit" in the far-right column. **Be sure to click update when you are finished.**
 - f. Once you have completed revising your budget to match your award amount, you will click the submit button. ***DO NOT DO THIS UNTIL YOU ARE DONE EDITING THE ENTIRE DOCUMENT. CLICKING SUBMIT WILL LOCK YOU OUT OF THE FORM.*** This will notify your program manager that you have submitted the form and it is ready to be approved. If there are any issues with your contract details form, we will notify you or correct the items for you.
- III. Receiving and executing your contract
 - a. Once your program manager has approved the Contract Details, your program manager will send you an email notifying you that your contract is available.
 - b. Your contract will be available on the Grant Record Details page under Forms and Reports. Click on the button to open it.
 - c. Print out your contract and obtain the required signatures. Scan the entire signed contract (not just the signature page) and upload it into the system on the same page you downloaded it from.
- IV. Requesting your payment

- a. Once the contract has been executed on our end, you will be notified that you may request your funds.
- b. To request your payment, follow the instructions in the dosgrants.com [FAQ's](#). ***You will not need to upload documentation or complete an expenditure log at this time.***