



CULTURE
BUILDS
FLORIDA

FLORIDA DEPARTMENT OF STATE
DIVISION OF ARTS & CULTURE

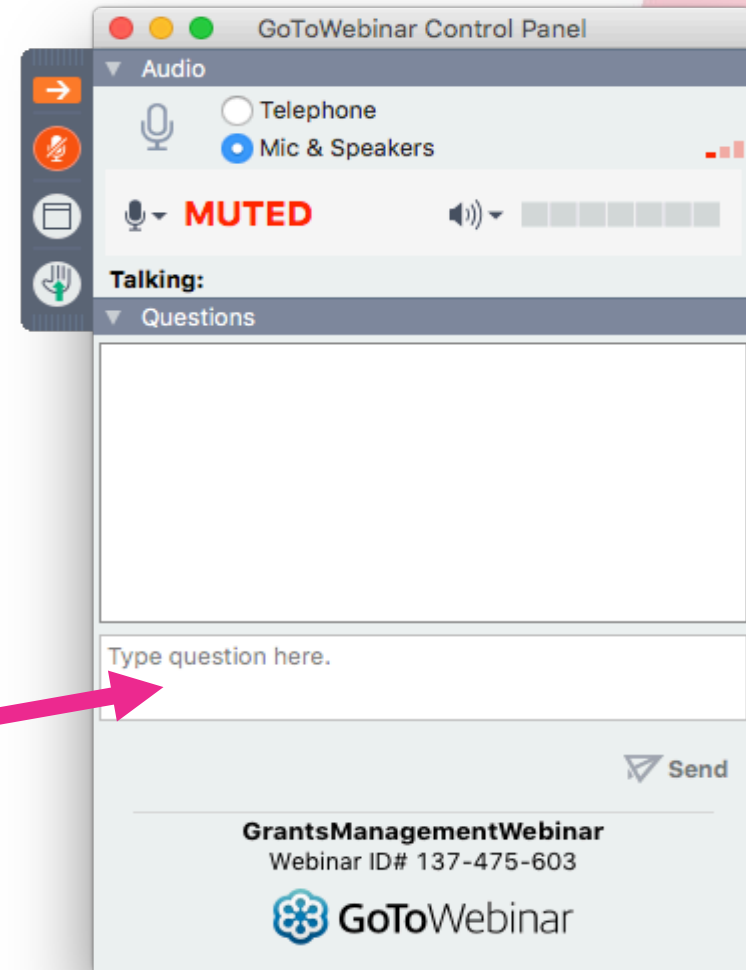
How to Manage Your Grant 2022-23

June 21, 2022
June 29, 2022

Meeting Etiquette

- 🌀 Participants will be muted
- 🌀 Video is disabled
- 🌀 Chat feature is available
- 🌀 Q&A will take place at the end

TYPE HERE



Today's Agenda

- 🌀 Complete the Contract Details Form
- 🌀 Access and sign your contract
- 🌀 Request Payments
- 🌀 Complete the Expenditure Log
- 🌀 Submit the Mid-year and Final Reports
- 🌀 Request Contract Amendments



Grants Management Timeline

- ☉ ASAP: Grantees submit Contract Details Form
- ☉ July 1, 2022: Grant period begins; Once contract is executed, you may request the first payment
- ☉ By July 31, 2022: Grantees have uploaded signed agreement into the online system
- ☉ August 31, 2022: All contracts MUST be executed
- ☉ January 30, 2023: Mid-Year Project Progress Report due (for the grant period July 1 through December 31)
- ☉ June 30, 2023: Grant period ends
- ☉ July 30, 2023: Final report due

Accessing Your Contract Details

- Log in to your account at dosgrants.com
- Select “My Grants” from the Grants dropdown menu
- Select “Details” next to your grant

Home Account Organization Grants Panels Reports Administration Search

Help

Apply for Grant
Assign Content Reviews
Assign Eligibility Reviews
Division Application Queue
Division Review Queue
My Organization Applications
My Assigned Applications
My Grants
My Reviews
Payment
Contracts
My Progress Report Reviews

My Grants

Enter Grant Number, Organization Number:

View All

Program of Program Assigned

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.c.ps.170.590		General Program Support 2020-2021	General Program Support	Golisano Children's Museum of Naples	\$44,676	Funded	i Details

Accessing Your Contract Details

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

Change Requests						
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

Accessing Your Contract Details

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 Contract

Lock Deliverables Lock Budget Lock Scope of Work

[Return](#)

[Approve](#)

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	x Delete
2	Fixed Price	2			\$6,976.75	x Delete Edit
3	Fixed Price	3			\$6,976.75	x Delete Edit
4	Fixed Price	4			\$6,976.75	x Delete Edit

Deliverables & Documentation

- ☺ DAC grants are split into four equal payments; each payment has a deliverable and documentation
- ☺ Deliverable = what your organization is producing; documentation = proof of what you produced
- ☺ You must complete the deliverable and submit the documentation prior to requesting a payment
- ☺ Deliverables / documentation don't need to be directly tied to grant expenses
- ☺ Keep these simple to allow for adjustments throughout the 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.

Deliverable 1

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

Deliverable 1	Documentation
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.

Budget

☉ 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

- ② STATE AND FEDERAL FUNDS
- ② Any funds used to match other DOS grants
- ② Expenses outside of the grant period
- ② Lobbying
- ② Capital Expenditures (unless directly related to the proposal)
- ② Private entertainment
- ② 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
- ② Plaques, awards, and scholarships
- ② Private or restricted events or activities
- ② Re-granting
- ② Contributions or donations
- ② Mortgage payments
- ② Payments to current DOS employees
- ② Food & beverages
- ② Equipment over \$1000

Match-only Expenses

CANNOT BE INCLUDED IN GRANT FUNDS

- ☉ Phone
- ☉ Utilities
- ☉ Office Supplies
- ☉ Property Improvements
- ☉ Fixtures
- ☉ Building Maintenance
- ☉ Travel
- ☉ Space Rental

Scope of Work

☺ 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 into one paragraph.

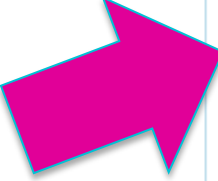
☺ Examples

- 🍷 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.

Contact Info

- ③ 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.
- ③ You must also select the Grantee Address - this address **MUST** match the address on your Substitute W-9.
- ③ If you don't see the name of your grant contact, you must add that person to your organization's staff.

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Paym
21.c.ps.180.347		General Program Support 2021		The Rhythm Foundation, Inc.	

[Go Back](#)

[Review Contract](#)

[Deliverables](#)

[Budget](#)

[Scope of Work](#)

[Contact Info](#)

The Rhythm Foundation, Inc.

[Request Account Association with The Rhythm Foundation, Inc.](#)

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#)

Organization Staff

The Rhythm Foundation, Inc.

[+ Add new staff member](#)



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

Last Name

Work Email

Work Phone

Link to 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.

Creating Your Contract

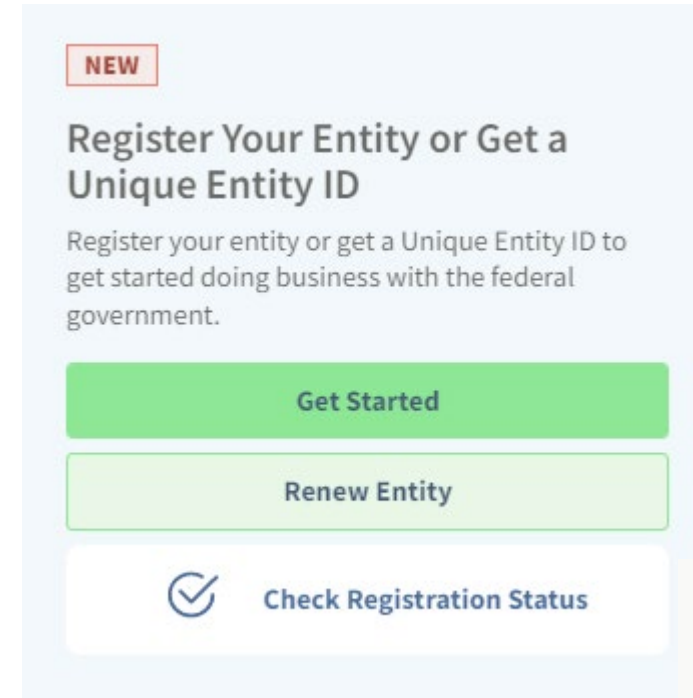
- ☉ Staff will review your submitted Scope of Work and Deliverables.
- ☉ When approved, your Grant Award Agreement will be available in the online system.
 - ☉ Grant Record Details → View Contract
- ☉ Obtain signatures from your authorizing official and a witness.
 - ☉ Digital signatures are fine.
- ☉ 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

Contracts Can't Be Executed if:

- ② You are in non-compliance
- ② You did not sign both the ACKNOWLEDGEMENT page and the DEBARMENT, SUSPENSION, INELIGIBILITY page
- ② Your contract isn't signed by the authorizing official AND a witness
- ② You do not have a UEI number
 - ② sam.gov/content/entity-registration
 - ② Contact the [Federal Service Desk](#) with any issues
 - ② Add to Organization Profile (see: FSAA)



NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

✓ Check Registration Status

Customer Service

Help

Check Registration

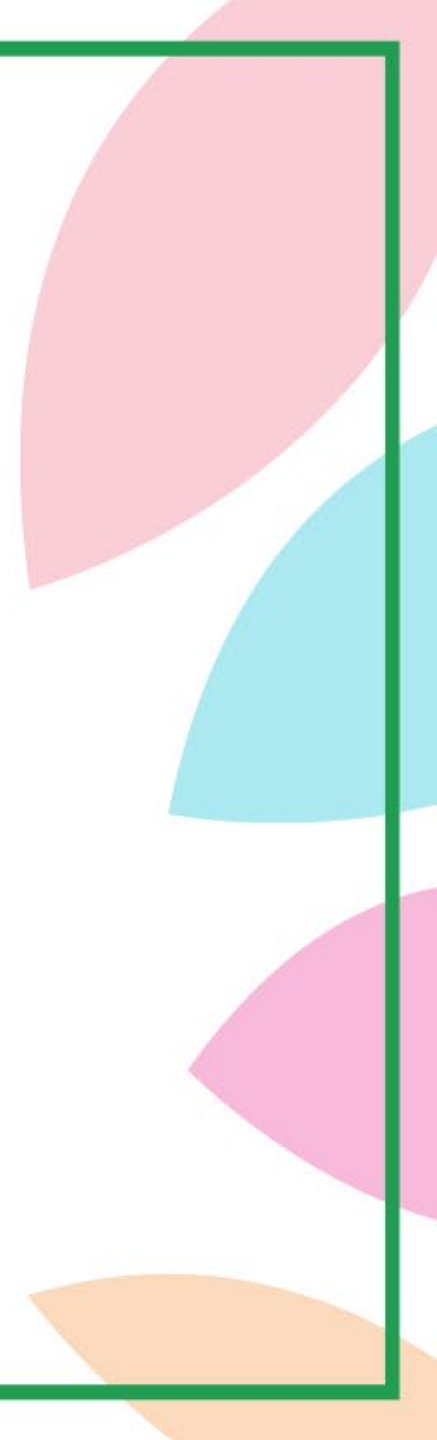
Federal Service Desk [↗](#)

External Resources

Contact



Payments & Expenditure Logs



Payments

- ③ The Grant Award is disbursed in four payments
- ③ Each payment is tied to a deliverable
- ③ You will need to log into dosgrants.com and request them

Payment Schedule

- ☺ Payment 1: Available for request AFTER execution of contract
- ☺ Payment 2: Available October 1, 2022
- ☺ Payment 3: Available January 1, 2023
- ☺ Payment 4: Available April 1, 2023
- ☺ Submit your last payment within and not later than June 30, 2023

Note: Submit last payment by first week of June to allow processing

Payment 1

- ③ Deliverable Description: Complete the introductory package of requirements for the implementation of the Scope of Work.
- ③ Documentation: Introductory package of requirements includes:
 - ③ Timeline of grant activities for the grant period (e.g., Calendar of Events, Season Schedule, etc.)
 - ③ Grants Management Quiz Completion for participation in a DAC Grants Management Webinar.

Payment 1

Florida CraftArt

July 9 – August 28, 2021: *“Oh, the places we can go!”*, Fine craft artists present imaginative creations inspired by places they’ve been or would like to go.

September 10 – October 23, 2021: In *“Environmentally Engaged,”* artists express ideas about the environment and humans' relationship with the natural world. It is a call to artists and invitational. Programming will include presentations and panels of artists, scientists, environmental activists, and community representatives.

November 5 – December 31, 2021: *“Holiday Boutique”* will offer more than 100 of Florida’s fine craft artists' work in the ultimate artful shopping experience of fine jewelry, clay, glass, ornaments, gifts, and more. Programming includes “Artful décor for the Holidays” and make-and-take workshops for kids.

November 20-21, 2021: CraftArt Festival is a two-day event featuring 100 of the best fine craft artists in the country. An Emerging Artists Program launches careers. Programming includes kid’s educational activities and art demos. More than 12,000 people attend this free event.

Timeline of
grant activities
for the grant
period

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

Payment 1

Grants Management
Quiz Certificate for
participation in a DAC
Grants Management
Webinar.

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



How to Request Payments

- ② Log onto your account at dosgrants.com
- ② 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
21.c.ps.170.187		Florida Museum General Program Support 2021	General Program Support	University of Florida	\$49,027	Funded	Details 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
-----------------	---------	---------	------	----------------	-----------------	---------------------------	-------------------------	-----------------------	-----------	----------------	---------

How to Request Payments

Payment request: (Invoice)

Select one or more deliverables for this payment*

<input type="checkbox"/>	Deliverable Number	Deliverable Amount	Deliverable Description	Documentation
<input checked="" type="checkbox"/>	1	\$6,250.00	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.
<input type="checkbox"/>	2	\$6,250.00	Execute a minimum of ten (10) film screenings for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.	Provide a copy of the Program Guide for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.
<input type="checkbox"/>	3	\$6,250.00	Execute a minimum of ten (10) additional film screenings for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.	Provide a copy of the Program Guide for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.
<input type="checkbox"/>	4	\$6,250.00	Execute a minimum of ten (10) additional film screenings for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.	Provide a copy of the Program Guide for the 2021 OUTshine LGBTQ+ Film Festival - 13th Annual Fort Lauderdale Edition.

Payment Details (Fixed Price)

Invoice Period Begin Date:* 07/01/2022

Invoice Period End Date:*

ATTN:

Notes

Rich text editor with formatting options: Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Link.

Save Submit

Payment Documentation *

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

+ Add new file

Title	Description	Choose File
No items to display		

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
<input type="checkbox"/>	1	\$19,720.50	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.
<input type="checkbox"/>	2	\$19,720.50	Execute a minimum of one (1) exhibition	Provide a copy of exhibition marketing material
<input type="checkbox"/>	3	\$19,720.50	Execute a minimum of one (1) education program	Provide a copy of marketing material for education program
<input type="checkbox"/>	4	\$19,720.50	Execute a minimum of one (1) workshop	Provide a sign in sheet for workshop

Payment Details (Fixed Price)

Invoice Period Begin Date:*

Invoice Period End Date:*

ATTN:

Notes

B *I*

Payment Documentation *

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

Title	Description	Choose File	
My Exhibition	Marketing Materials	<input type="button" value="view file"/>	<input type="button" value="Edit"/> <input type="button" value="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 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

Grant Record Details - 21.c.ps.170.187

Payment Request has been submitted.

IMPORTANT

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

[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	06/08/2021	06/01/2021	06/02/2021				View

Payments 2, 3 and 4

☺ Once you have:

☺ Expended Payment 1

☺ Completed Deliverable 2

☺ And after October 1 (the date the second payment becomes available)

And before you can request Payment 2 you need to submit the

Expenditure Log

documenting how you spent Grant Funds received with Payment 1

Expenditure Log

- ③ The Expenditure Log documents expenditures of Grant Funds.
- ③ No need to include Cash Match or In-Kind transactions in the log.
- ③ Do not group expenditures together! Enter EACH transaction separately.
- ③ This log will be updated throughout the grant period until it accounts for your full award amount
- ③ 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% +/-

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

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

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.

Grant Funds Expenditure Log

Organization Name	Grant #	Award Amount	Date Completed
My Organization	#####	\$500,000	

[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 Date	Payee	Transaction Total	Grant Funds	Cash Match	In Kind	Budget Category List	Description	Deliverable	Status	
				Total Transaction: \$0.00	Total Grant Funds: \$0.00	Total Cash Match: \$0.00	Total In Kind: \$0.00					

◀ ◁ 0 ▷ ▶ 25 items per page No items to display ↻

Comments:

Format ▼ **B** *I* U [List Icons] [Link Icon] [Image Icon] [Grid Icon]

[Submit](#) [Go Back](#)

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 - The name of the person or organization to whom money is paid (this should not be your organization).

The screenshot shows the 'Edit' window of an Expenditure Log application. The window title is 'Edit' and it has a close button (X) in the top right corner. The form contains the following fields:

- Invoice:
- Transaction:
- Payment Date:
- Payee:
- Transaction Total: (with up/down arrows)
- Grants Funds: (with up/down arrows)
- Cash Match: (with up/down arrows)
- In-Kind Services: (with up/down arrows)
- Deliverable: (with a dropdown arrow)
- Budget Item: (with a dropdown arrow)

Below these fields is a 'Description' section with a rich text editor. The editor has a toolbar with options for Format, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Decrease Indent, Link, Image, and Grid. The text area contains the text 'Test Expenditure|'. Below the description field, the status is shown as 'Status: New'. At the bottom right of the window are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon).

Expenditure Log

- Transaction Total - TOTAL amount of transaction.
- Grant Funds - PORTION of transaction attributed to grant funds. Must be less than or equal to the Transaction Total.
- Cash Match/In-Kind - Leave blank
- Deliverable - Choose Deliverable that corresponds to the expenditure.
- 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. Check Contract Details if unsure.
- Description - Provide a BRIEF description of the expenditure.

The screenshot shows an 'Edit' window for an expenditure log entry. The window contains the following fields and values:

- Invoice: [Empty]
- Transaction: #101
- Payment Date: 05/15/2021
- Payee: Staffer Pan
- Transaction Total: 500.00
- Grants Funds: 500.00
- Cash Match: [Empty]
- In-Kind Services: [Empty]
- Deliverable: 1
- Budget Item: Outside Fees and Services: Other - I...

The Description field contains the text: Test Expenditure

Status: New

At the bottom right, there are two buttons: 'Update' and 'Cancel'. A red arrow points to the 'Cancel' button.

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		\$500.00	\$500.00			Outside Fees and Services: Other - Independent contractors	Test Expenditure	1	New	Edit Delete
	#102	6/5/2021		\$425.00	\$425.00			Government Support: Local/County - Miami Beach Cultural Anchor Grant	Test Expenditure 2	2	New	Edit Delete
				Total Transacti...	Total Grant Funds:	Total Cash Match: null	Total In Kind: null					
				\$925.00	\$925.00							

200 items per page

1 - 2 of 2 items

Comments:

B *I*

[Submit](#)



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, the Expenditure Log will be returned to you for corrections.

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	 
	EFT 129	9/12/2017	Marketing Vendor Inc.	\$800.00		\$800.00		Marketing	Event promotion	1	Approved	

Expenditure Log

- ③ 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.
- ③ There is a 20% leeway that you can use if you spent more/less than you initially thought.
- ③ You can list a single transaction multiple times if it is allocated to multiple budget categories
 - ③ 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.

Payment Methods

- ☉ Check or Direct Deposit
 - ☉ You will automatically receive a check unless you sign up for Direct Deposit
 - ☉ [Form DFS-A1-26E](#)
 - ☉ Direct Deposit is recommended!
 - ☉ Faster
 - ☉ Less room for errors
- NOTE: You can check status of payments at <https://facts.fldfs.com>



Department of Financial Services
Division of Accounting and Auditing – Bureau of Vendor Relations

Vendor Direct Deposit Authorization

Section 1: Transaction Type				
<input type="checkbox"/> New request		<input type="checkbox"/> Change account number		
Section 2: Authorization for Setup or Changes				
Social Security number or Federal Employer's Identification Number				
Business Name				
Business fax number		Business phone number		
Mailing address				
City		State	ZIP code	
I authorize Direct Deposit Section to verify with the Financial Institution the accuracy of the account information provided. I authorize the State of Florida to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error in accordance with NACHA rules. I authorize these payment instructions and accept the terms and conditions for Electronic Funds Transfer payments on the reverse side of this form.				

Reports

- ④ Mid-Year Project Progress Report for the grant period July 1 through December 31; due no later than January 30th.
 - ④ Notes on Grant Progress
 - ④ Impact numbers to date: Opportunities for public participation + Total individual benefited
- ④ Final Report for the grant period; due no later than July 30th
 - ④ Activities, evaluation methods and findings, grant impact numbers, and completed budget
 - ④ Complete Expenditure Log, upload support material, fill FSAA and Customer Service sections
- ④ 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
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Agreements and Amendments

Amendment #	Submitted Date	Last Modified By	Modified Date	Status	Actions
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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

All organizations are now required to
complete FSAA compliance in
dosgrants.com

Single Audit Act(s)

- ☉ Florida Single Audit Act - requires recipients/sub recipients to have state single audit if \$750,000 or more in *state* financial assistance is **expended** during the non-state entity's fiscal year. (Section 215.97, F.S., "Florida Single Audit Act")
- ☉ Federal Single Audit Act – requires recipients/sub recipients to have single audit if \$750,000 or more in *federal* financial assistance is **expended** during the non-state entity's fiscal year
 - ☉ Applies to non-state entities* (see Additional Resources for definition)
- ☉ For complete instructions, see our FSAA Tutorial (available on our website [here](#))

Home Account Organization Grants Panels Search Help

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

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

My Dashboard

Grant Record Details - 22.c.ps.170.447

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	F
22.c.ps.170.447	01-0687133	General Program Support 2021-2022		Golisano Children's Museum of Naples	

Organization Details

Diaspora Vibe Cultural Arts Incubator, Inc.

Request Account Association with Diaspora Vibe Cultural Arts Incubator, Inc.

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#) | [Manage Compliance](#)

Organization Information

Organization Applications

Organization Grants

Single Audit Act

Legal Name:	Diaspora Vibe Cultural Arts Incubator, Inc.	FEIN:	02-0546537	DBA:	Diaspora Vibe Cultural Arts Incubator, Inc.
Alternate Name:	DVCAI	Known By:		Vendor Sequence:	001
Organization Purpose:	Other	Organization Type:	Nonprofit Organization	County:	Miami-Dade
House District:	108	Senate District:	38	Congressional District:	24
Email:	[REDACTED]	Phone:	[REDACTED]	Fax:	[REDACTED]
TDD:		Website:	www.dvcai.org	OCLC Symbol:	
Organization Status:	Active	Status Effective Date:	8/2/2019		
DUNS:	[REDACTED]	UEI Number:	[REDACTED]	Organization Fiscal Year-End Date:	12/31

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
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Florida Single Audit Act

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](#)

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.



Grant Forms and Documents

Grants Management Forms and Documents

NOTICE OF INTERNATIONAL TRAVEL

Per Florida Statute 15.182(1) If a musical, cultural, or artistic organization that receives state funding is traveling internationally for a presentation, performance, or other significant public viewing, including an organization associated with a college or university, such organization shall notify the Department of State of its intentions to travel, together with the date, time, and location of each appearance. An organization shall provide the notification to the Department of State required by this section 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.

You may complete the form online in the window below or you may download a pdf to complete and return. If you choose to use the pdf form, please email the completed form to curtis.young@dos.myflorida.com, and do NOT fill in the online form below.

Choice 1:

[Notice of International Travel form \(pdf\)](#)

Choice 2:

Enter your answer

GRANTS

[Application and Funding Process](#)

[Online Grants and Applications](#)

[Grant Programs](#)

[Grant Resources](#)

Managing Your Grants

- [Grant Forms and Documents](#)

- [Grant Management Quiz](#)

Sponsorship Credit

Be sure to use the DAC logo.



Sponsorship Credit



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

Updated Sponsorship Statement

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

Program Managers

Summer Callahan

Summer.Callahan@DOS.MyFlorida.com

Dance, Literature, Presenter, Theatre,
Traditional Arts

Adrienne Morrison Hogan

Adrienne.Hogan@dos.myflorida.com

Arts in Education, Artist Performances on
Tour, Multidisciplinary

Cassandra White

Cassandra.White@dos.myflorida.com

Music

Danila Coppola

Danila.Coppola@DOS.MyFlorida.com

Visual Arts, Media Arts, Underserved
Cultural Community Development, Local
Arts Agencies, State Service
Organizations

Sarah Stage

Sarah.Stage@DOS.MyFlorida.com

Museums, Individual Artist Projects,
Fast Track

Questions

Answers

Please let us know how we're doing!

Take a survey here:

<https://forms.gle/hUFr4fuJQxnL4DrW8>

Remember to take
the [webinar quiz!](#)