FINAL REPORT GUIDE

Florida
ARTS & CULTURE
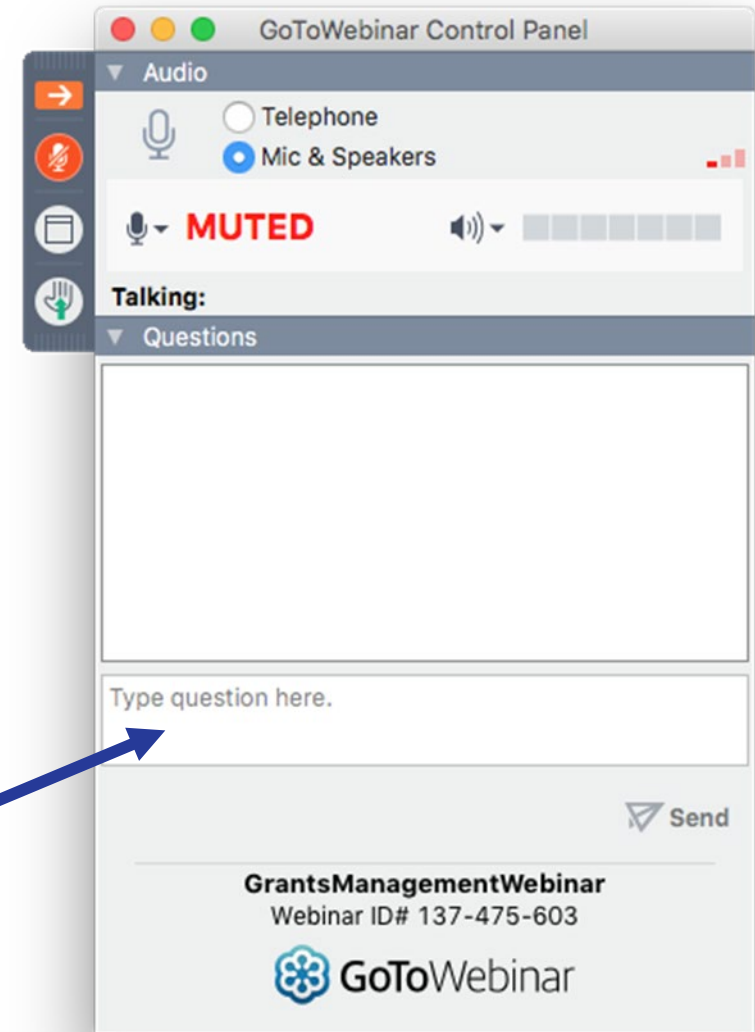
Meeting Etiquette

❖ Participants will be muted

❖ Video is disabled

❖ Chat feature is available

❖ Q&A will take place at the end

TYPE HERE

GoToWebinar Control Panel

Audio

Telephone

Mic & Speakers

MUTED

Talking:

Questions

Type question here.

Send

GrantsManagementWebinar
Webinar ID# 137-475-603

GoToWebinar

GRANT ACTIVITIES

❖ Detail the **title, location,** and **description** of grant activities, including **objectives** and methods.

- This can be a list with the objectives and methods from your application – updated to reflect what you did
- Make sure to refer back to your application

Activities: SwampDoc Conversations - September 22, 2022, O Cinema South Beach. Explores sustainable issues affecting the Southeast Region of the US. Features a pitch session segment for projects that need assistance/guidance.
Fulfills Objectives 1, 3 & 5 from the application.

GRANT DETAILS

Evaluation

❖ Describe how the evaluation was conducted

❖ Describe the methods used to collect participant feedback

❖ Describe when the evaluation took place – during or after the activity

❖ Describe the findings

❖ **Describe how the findings will be used in future activities**

SUPPORT MATERIALS

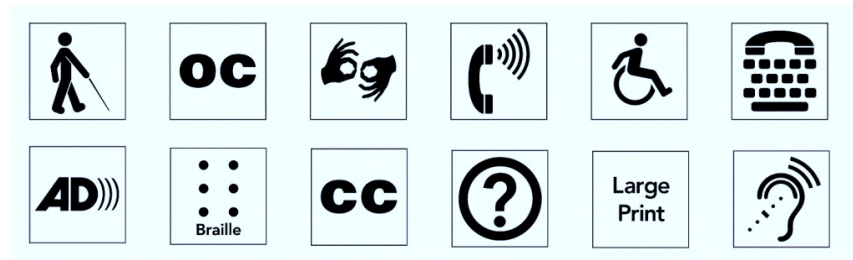## Credits Department of State – Division of Arts and Culture

❖ This can be the old logo – next year all must be updated to the new logo

Uses appropriate accessibility symbols to show facility and program is accessible

❖ Accessibility symbols include:

File formats:

❖ **Images**: .jpg, .gif, .png or .tiff   MAX 5 MB

❖ **Documents**: .doc, docx, .pdf or .txt   MAX 10 MB

❖ **Audio**: .mp3   MAX 10 MB

❖ **Video**: .mp4, .mov, or .wmv   MAX 200 MB

GRANT IMPACT

1. How many actual events were part of this grant?

❖ Only list events within the grant period. Do not duplicate events.

- ▪ a musical performed 10 times is only ONE event;
- ▪ a workshop presented one time is ONE event.

2. How many opportunities for public participation were part of this grant?

❖ Each event has a minimum of one opportunity.

❖ This allows you to account for multiple instances of the same event

- ▪ a musical performed 10 times is ONE event with 10 OPPORTUNITIES for public participation.

GRANT IMPACT

3. How many total individuals benefited?

❖ This should equal the total number of people in boxes a through e.

- ▪ Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media.
- ▪ Do not double-count repeat attendees.

3a. How many Adults were engaged?

❖ Individuals 18-64

3b. How many school based youth benefited?

❖ Under the age of 18 attending through their school

3c. How many non-school based youth benefited?

❖ Under the age of 18 attending outside their school

GRANT IMPACT

3d. How many older adults benefited?

❖ Individuals over the age of 65

3e. How many artists were directly involved?

❖ Professional artists providing artistic services for grant activities

❖ LIVING artists whose work is represented in an exhibition

▪ List TOTAL number of artists involved

3f. How many Florida Artists were directly involved?

❖ List FLORIDA artists involved (this number cannot be greater than the TOTAL number of artists listed above)

GRANT IMPACT

4. Population Benefited by Age.

❖ Made up 25% or more of the population directly benefited, excluding broadcasts or online programming.

▪ You should not click "No single group made up more than 25% of the population directly benefited."

5. Population Benefited by Distinct Groups.

❖ Made up 25% or more of the population directly benefited, excluding broadcasts or online programming.

▪ Here, you can click that no distinct group made more than 25% because not all your attendees will fall into one of these categories.

IMPACT - ENGAGEMENT

6. Number of staff currently employed?

7. How many new staff positions or outside contractors were added during the grant period?

8. Where did the project/Program actually take place?

> ❖ Select the counties in which the project/programming actually occured. For example, if your organization is in Alachua county and you completed programming that took place in Alachua and the surrounding counties of Clay and St. Johns, you will list all three counties.

8. What counties does your organization serve?

> ❖ Select the counties in which your organization provides services. For example, if your organization is located in Alachua County and you provide resources and services in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. This might include groups that visit your facility from other counties.

IMPACT - ENGAGEMENT

7. How many opportunities were provided for virtual public participation?

- ❖ How many different events were produced or presented virtually within the grant period as part of this grant?
- ❖ Note that this is **opportunities.**

8. How many individuals participated in virtual interactions with your organization?

- ❖ This includes virtual visits to virtual galleries, online exhibits, production videos, etc.
- ❖ It does not include those reached through advertising.

NEA Descriptors

Project Discipline

❖ This should reflect the discipline you applied through.

Type of Activity

❖ Look through the list carefully and pick the best match

Primary Strategic Outcome

❖ Five options: Creation, Engagement, Learning, Livability, or Understanding.

❖ Can only pick one

NEA Descriptors

Arts in Education

- ❖ 50% or More – generally means you applied in Arts and Education category
- ❖ Less than 50%
- ❖ None

Population Benefited by Race/Ethnicity

- ❖ Does not have to be an exact number. We encourage your best guess.

Location of Project Activity

- ❖ Actual address
- ❖ If there is no address, use GPS coordinates

GRANT BUDGET

1. Budget at a Glance

❖ This will reflect what you enter. You cannot change these numbers.

2. Actual Budget Expenses

❖ This will auto-populate with your grant budget. If you've filed an amendment, it will populate with that updated budget.

❖ Update this section to reflect your **actual** budget

▪ Grant expenditure for each budget category cannot be more than +/- 20% different from your contract budget.

If you are off by more than the 20% for cash match, enter a note in **Box 5** at the bottom to explain.

GRANT BUDGET

3. Actual Budget Income

❖ State and federal funds are not allowed in the Actual Budget Income. This includes any income that comes from an appropriation or grant from the State of Florida.

❖ If you received income in excess of Actual Expenses, you must enter how this will be used in **Box 4.**

Expenditure Log

❖ Will take you to your expenditure log

❖ Complete all columns

❖ To delete a row, make sure all fields are blank.

❖ Must match grant funds in Actual Budget Expenses

Expenditure Log

Use the entry boxes to provide the following information:

o Invoice – Add the invoice number
o 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.
o Payment Date – The date of transaction MM/DD/YYYY format.
o Payee – The name of the person or organization to whom money is paid (this should not be your organization).

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. Check Contract Details if unsure.
o **Description** – Provide a BRIEF description of the expenditure.

FLORIDA SINGLE AUDIT ACT

❖ 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)

❖ **Before checking this box, check your organization Details page and click the tab for the Single Audit Act.**

GRANTEE INFORMATION

Verify that your information is correct.

❖ If it is not, update it in your Organization Profile page

Grant Contact

❖ Make sure that the current person is listed

❖ This is who we will contact if there are any issues with the final report

Certify and Submit

❖ Due **JULY 31st**

GRANT RESOURCES

❖ General Information

❖ Managing Your Grants

❖ Online Grant System

❖ DOS Grants FAQ

❖ Division of Arts and Culture Calendar

GRANT PROGRAM MANAGERS

Teri Abstein

Teri.Abstein@DOS.MyFlorida.com

Cultural Facilities

Adrianne Morrison Hogan

Adrianne.Hogan@DOS.MyFlorida.com

Multidisciplinary

Arts in Education

Artist Performance on Tour

Cassandra White

Cassandra.White@DOS.MyFlorida.com

Music

Community Theatre

Professional Theatre

Sarah Stage

Sarah.Stage@DOS.MyFlorida.com

Visual Arts

Museums

Artist Projects

Dom Tartaglia

Dominick.Tartaglia@dos.myflorida.com

Traditional Arts

Patricia Singletary

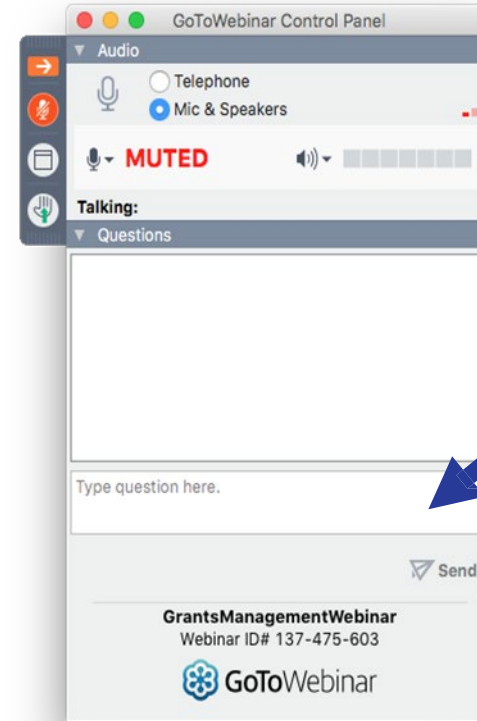Patricia.Singletary@DOS.MyFlorida.com

Dance   Literature

LAA/SSO   Media Arts

Presenter

Underserved

QUESTIONS

ANSWERS

TYPE HERE

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