



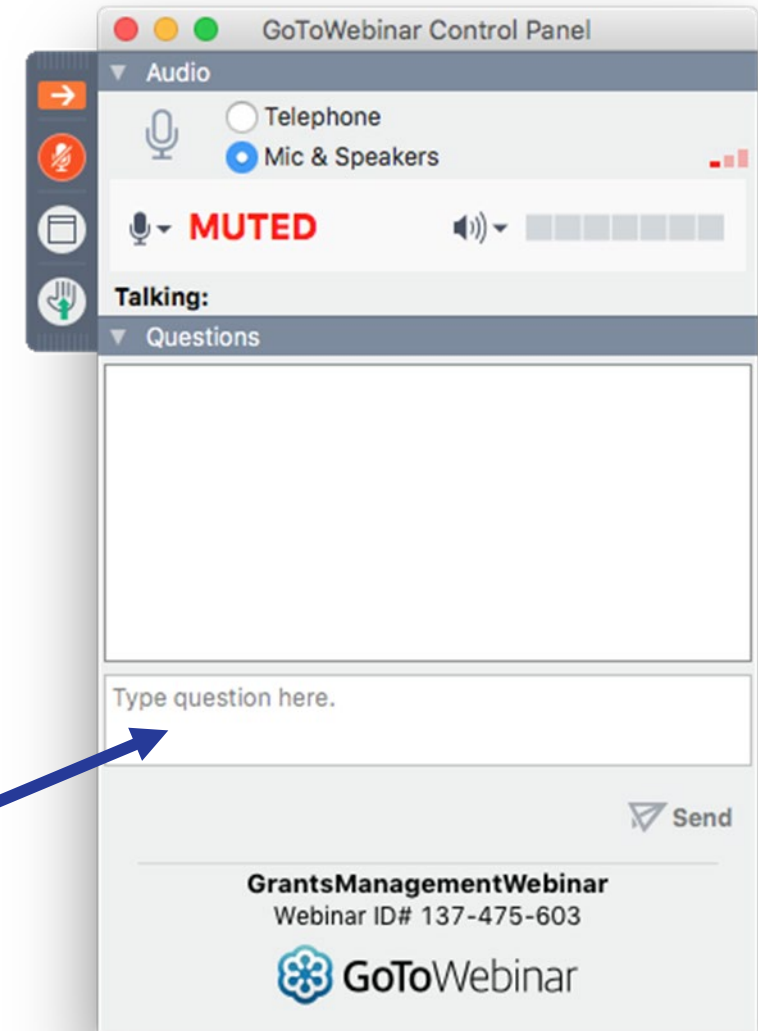
# How to Manage Your Grant Webinar 2023-2024



# 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, 2023:** Grant period begins. Once the contract is executed, you may request the first payment.
- ❖ **By July 31, 2023:** Grantees have uploaded the signed agreement into the online system.
- ❖ **August 31, 2023:** All contracts MUST be executed.
- ❖ **January 30, 2024:** Mid-Year Project Progress Report due (for the grant period July 1 through December 31)
- ❖ **June 30, 2024:** Grant period ends
- ❖ **July 30, 2024:** Final Report Due

# ACCESSING YOUR CONTRACT DETAILS

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

The screenshot shows the DOSgrants.com website. The top navigation bar includes links for Home, Account, Organization, Grants, Panels, Reports, Administration, and Search. The 'Grants' dropdown menu is open, showing options like 'Apply for Grant', 'Assign Content Reviews', 'Assign Eligibility Reviews', 'Division Application Queue', 'Division Review Queue', 'My Organization Applications', 'My Assigned Applications', 'My Grants' (highlighted), 'My Reviews', 'Payment', 'Contracts', and 'My Progress Report Reviews'. A blue arrow points to the 'My Grants' option. Below the navigation bar, the 'My Grants' section is visible, featuring a search bar and a table of grants. A blue arrow points to the 'Details' button in the 'Actions' column of the first grant row.

**My Grants**

Enter Grant Number, Organization 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.c.ps.170.590		General Program Support 2020-2021	General Program Support	Golisano Children's Museum of Naples	\$44,676	Funded	<a href="#">Details</a>

# ACCESSING YOUR CONTRACT DETAILS

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

**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	01/07/2021	Danila Coppola	01/11/2021	Approved	<button>View</button>
2021 General Program Support Final Report	07/30/2021		Christopher Orr	06/02/2021	Preparing	<button>Edit</button>

**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		<button>Expenditure Log</button>
Contract Form		8/5/2020	Scott, Stephanie	8/5/2020	Executed	<button>▲ View Contract</button>
Contract Details Form		8/5/2020	Scott, Stephanie	8/5/2020	Approved	<button>▲ View</button>

# 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

☐ 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	
2	Fixed Price	2			\$6,976.75	<a href="#">X Delete</a> <a href="#">Edit</a>
3	Fixed Price	3			\$6,976.75	<a href="#">X Delete</a> <a href="#">Edit</a>
4	Fixed Price	4			\$6,976.75	<a href="#">X Delete</a> <a href="#">Edit</a>

# 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

- ❖ Expenses incurred or obligated outside of the grant period;
- ❖ Lobbying or attempting to influence federal, state, or local legislation, the judicial branch or any state agency;
- ❖ Capital expenditures (acquisitions, building projects, renovation or remodeling of facilities);
  - ❖ Exception: Capital expenditures that are directly related to the proposal, such as exhibit construction or stage lighting, are allowed. Please contact a program manager with questions;
- ❖ 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;
- ❖ Private entertainment;
- ❖ Food and beverages;
- ❖ Plaques, awards and scholarships;
- ❖ Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age or marital status;
- ❖ Re-granting;
- ❖ Contributions and donations;
- ❖ Mortgage payments; and
- ❖ Payments to current Department of State employees.

# NON-ALLOWABLE MATCH FUNDS

- ❖ Grant Funds may not be matched with other State funds
- ❖ Grant Funds may not be matched with Federal funds
- ❖ Grant Funds may not be matched with funds used to match other DOS grants

# 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

- ❖ 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."

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 Relations](#)

## Organization Staff

The Rhythm Foundation, Inc.

[+ Add new staff member](#)

# 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.

## Add Staff Member

First Name

Last Name

Work Email

Work Phone

Link to a Grants account using email address?

☒ Yes

☐ No

Add Staff

Go Back



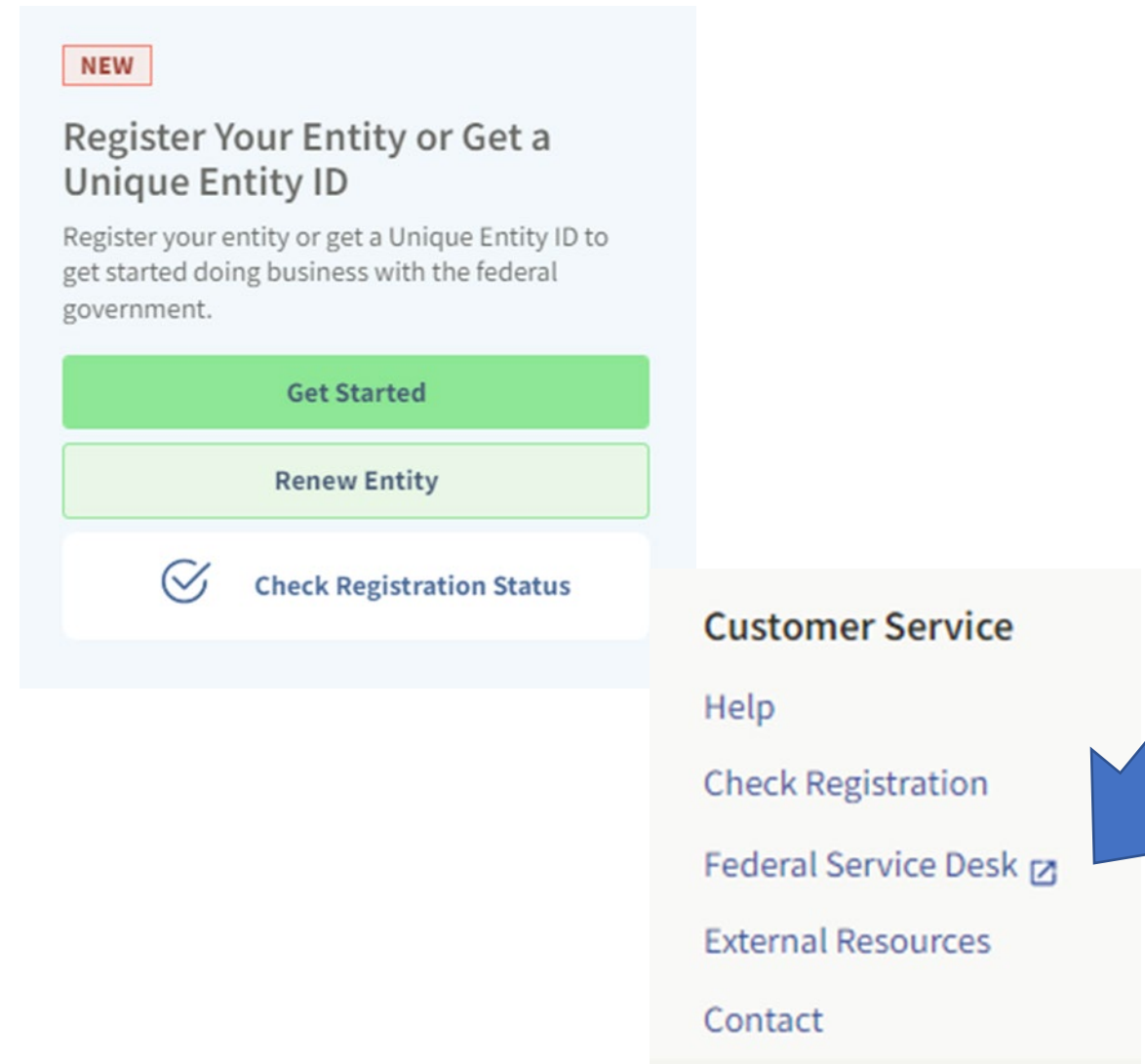
# CREATING YOUR CONTRACT

- ❖ 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						<a href="#">Edit Log</a>
Contract Form		7/5/2018	Case, Eric	7/5/2018	Available	<a href="#">Edit contract</a>
Contract Details Form		7/5/2018	Case, Eric	7/5/2018	Approved	<a href="#">View</a>

# CONTRACTS CAN'T BE EXECUTED IF:

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



# PAYMENTS & DELIVERABLES

---

# PAYMENTS

- ❖ The Grant Award is disbursed in four payments
- ❖ Each payment is tied to a deliverable
- ❖ You will need to log into [dosgrants.com](https://dosgrants.com) and request them

# PAYMENT SCHEDULE

- ❖ Payment 1: Available for request **AFTER** execution of contract
- ❖ Payment 2: Available **October 1, 2023**
- ❖ Payment 3: Available **January 1, 2024**
- ❖ Payment 4: Available **April 1, 2024**
- ❖ Submit your last payment within and **not later** than **June 30, 2024**
- ❖ **Note: Submit last payment by first week of June to allow processing**

# PAYMENT 1

- ❖ Deliverable Description: 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.)
  - Grants Management Quiz Completion for participation in a DAC Grants Management Webinar.

# PAYMENT 1

Timeline of grant  
activities for the grant  
period

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

## Florida CraftArt Timeline

**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.

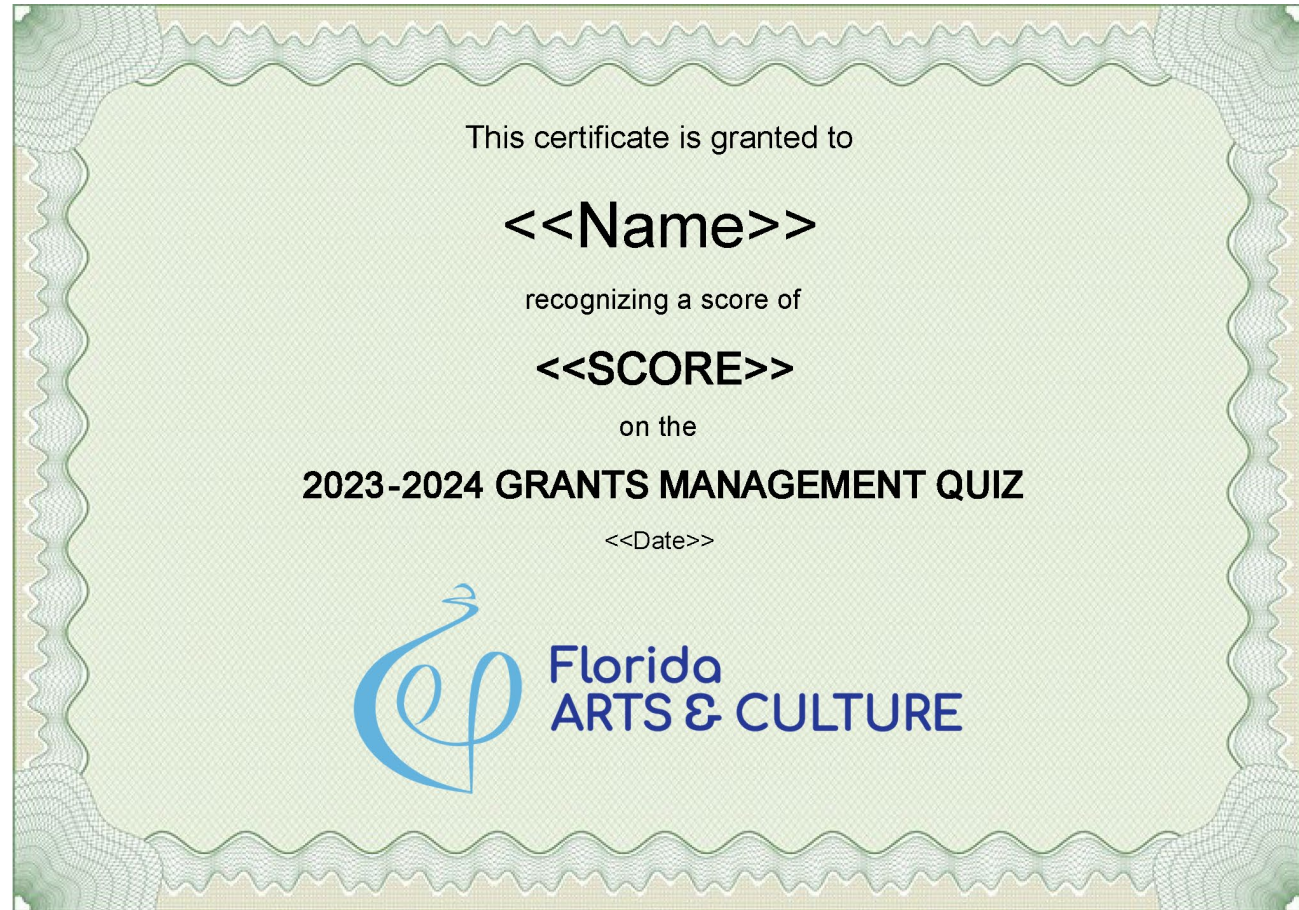
**November 5 – December 31, 2021:** *"Holiday Boutique"* will offer more than 100 of Florida's fine craft artists' work in the ultimate artful shopping experience of fine jewelry, clay, glass, ornaments, gifts, and more. Programming includes "Artful décor for the Holidays" and make-and-take workshops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

# 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

- ❖ Log onto your account at 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: <input type="text"/>							
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	<a href="#">i Details</a>
21.c.ps.170.187		Florida Museum General Program Support 2021	General Program Support	University of Florida	\$49,027	Funded	<a href="#">Details</a> <a href="#">i Details</a>
21.c.ps.170.193		Harn Museum of Art General Program Support 2021	General Program Support	University of Florida	\$48,399	Funded	<a href="#">i Details</a>

# 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
-----------------	---------	---------	------	----------------	-----------------	---------------------------	-------------------------	-----------------------	-----------	----------------	---------

Payment request (Price)

Select one or more alternatives for this payment\*

<input type="checkbox"/> Status	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.

Invoice Period Begin Date: 07/01/2022

Invoice Period End Date: 

ATTN:

## Notes

### Payment Documentation <sup>®</sup>

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

+ Add new file

Title	Description	Choose File
		No items to display

No items to display

 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
<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:\* 07/01/2021

Invoice Period End Date:\* 10/04/2021

ATTN:

Notes

**Save Submit**

Add new file			
Title	Description	Choose File	
My Exhibition	Marketing Materials	View file	<b>Edit Delete</b>

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	<a href="#">View file</a>
		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!!**

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

Payment Request has 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	<a href="#">▲ View</a>
Fixed Price	2	221c187		Paid	02/09/2021	08/01/2020	12/31/2020	02/11/2021	02/26/2021	\$12,256.75	<a href="#">▲ View</a>
Fixed Price	3	321c187		Paid	02/25/2021	01/01/2021	01/31/2021	02/26/2021	03/12/2021	\$12,256.75	<a href="#">▲ View</a>
Fixed Price	4	421c187		Requested	6/08/2021	06/01/2021	06/02/2021				<a href="#">▲ View</a>

# PAYMENTS 2, 3 & 4

❖ Once you have:

- Expended Payment 1
- Completed Deliverable 2
- And after October 1 (the date the second payment becomes available)

Before you can request Payment 2 you need to submit the

## **Expenditure Log**

documenting how you spent ALL Grant Funds received with Payment 1

# 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! 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%

# 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: <input type="text"/>							
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	<a href="#">i Details</a> <a href="#">Details</a>
21.c.ps.170.187		Florida Museum General Program Support 2021	General Program Support	University of Florida	\$49,027	Funded	<a href="#">i Details</a>
21.c.ps.170.193		Harn Museum of Art General Program Support 2021	General Program Support	University of Florida	\$48,399	Funded	<a href="#">i Details</a>

# 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		<a href="#">Edit Log</a>
Contract Form				8/16/2017	Executed	<a href="#">View contract</a>
Contract Details Form				8/16/2017	Approved	<a href="#">View</a>

# 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

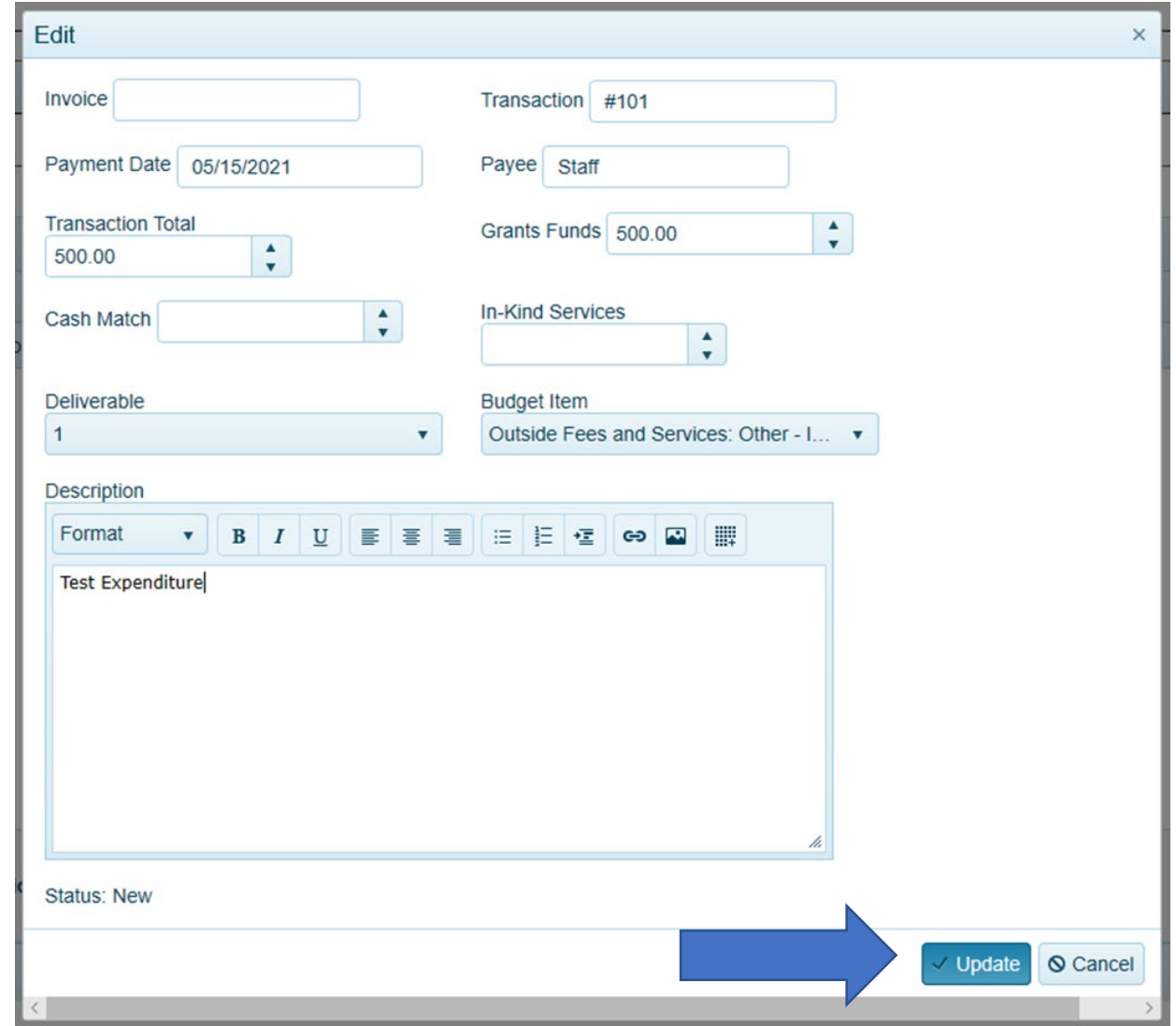
Use the entry boxes to provide the following information:

- ❖ **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 a software window titled "Edit" with a close button (X) in the top right corner. The window contains several input fields and dropdown menus arranged in a grid-like fashion. The fields are: "Invoice" (empty), "Transaction" (containing "#101"), "Payment Date" (containing "05/15/2021"), "Payee" (containing "Staff"), "Transaction Total" (containing "500.00" with up/down arrows), "Grants Funds" (containing "500.00" with up/down arrows), "Cash Match" (empty with up/down arrows), "In-Kind Services" (empty with up/down arrows), "Deliverable" (dropdown menu showing "1"), and "Budget Item" (dropdown menu showing "Outside Fees and Services: Other - I..."). Below these fields is a "Description" section with a rich text editor toolbar (including Format, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Image, and Table) and a text area containing the text "Test Expenditure". At the bottom left of the window, it says "Status: New". At the bottom right, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle-X 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 a web-based form titled "Edit" for managing an expenditure log entry. The form is organized into several sections:

- Header:** "Edit" with a close button (X).
- Form Fields:**
  - Invoice:** A text input field.
  - Transaction:** A text input field containing "#101".
  - Payment Date:** A date input field containing "05/15/2021".
  - Payee:** A text input field containing "Staff".
  - Transaction Total:** A numeric input field with up/down arrows, containing "500.00".
  - Grants Funds:** A numeric input field with up/down arrows, containing "500.00".
  - Cash Match:** A numeric input field with up/down arrows.
  - In-Kind Services:** A text input field with up/down arrows.
  - Deliverable:** A dropdown menu showing "1".
  - Budget Item:** A dropdown menu showing "Outside Fees and Services: Other - I...".
- Description:** A rich text editor with a toolbar (Format, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Image, Table) and a text area containing "Test Expenditure|".
- Status:** A label indicating "Status: New".
- Buttons:** "Update" (with a checkmark icon) and "Cancel" (with a close icon) buttons at the bottom right.

A large blue arrow points from the "Update" button towards the right side of the slide.

# 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	<a href="#">Edit</a> <a href="#">Delete</a>
	#102	6/5/2021	Staff	\$425.00	\$425.00			Government Support: Local/County - Miami Beach Cultural Anchor Grant	Test Expenditure 2	2	New	<a href="#">Edit</a> <a href="#">Delete</a>
				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	<div> Edit</div> <div> Delete</div>
	EFT 129	9/12/2017	Marketing Vendor Inc.	\$800.00		\$800.00		Marketing	Event promotion	1	Approved	

# 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 than 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.

# 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



**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.					

NOTE: You can check the status of payments at <https://facts.fldfs.com>

# REPORTS

- ❖ **Mid-Year Project Progress Report** for the grant period July 1 through December 31; due no later than **January 30**.
  - Notes on Grant Progress
  - Impact numbers to date: Opportunities for public participation + Total individual benefited
- ❖ **Final Report** for the grant period; due no later than **July 30**
  - Activities, evaluation methods and findings, grant impact numbers, and completed budget (including match)
  - Complete Expenditure Log, upload support material, fill FSAA and Customer Service sections
- ❖ **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	<a href="#">View</a>
Fixed Price	2	221c354		Paid	10/13/2020	08/31/2020	10/08/2020	10/18/2020	11/04/2020	\$5,960.00	<a href="#">View</a>
Fixed Price	3	321c354		Paid	03/08/2021	01/01/2021	03/08/2021	03/22/2021	03/26/2021	\$5,960.00	<a href="#">View</a>
Fixed Price	4	421c354	Summer Callahan	Requested	05/31/2021	05/01/2021	05/31/2021			\$5,969.00	<a href="#">Manage Request</a>

### 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	<a href="#">View</a>


# FLORIDA SINGLE AUDIT ACT

ALL organizations and individuals are  
required to complete FSAA compliance in  
[dosgrants.com](https://dosgrants.com)

# 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)
- ❖ For complete instructions, see our FSAA Tutorial (available on our website [here](#))

# FLORIDA SINGLE AUDIT ACT

Home Account Organization Grants Panels Search HelpWelcome  
Log Out

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

You are currently viewing the page. Any changes you make will not be saved. Visit the Grants page at [www.dosgrants.com](http://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	F

# 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:		Phone:		Fax:	
TDD:		Website:	www.dvcai.org	OCLC Symbol:	
Organization Status:	Active	Status Effective Date:	8/2/2019		
DUNS:		UEI Number:		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	<a href="#">Edit</a>		5/31/2021

### Financial Report Upload



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

# 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.



[Department of State](#) / [Division of Cultural Affairs](#) / [Grants](#) / [Managing Your Grants](#) /  
[Grant Forms and Documents](#)

## 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](mailto: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](#)

# Grant Resources

- ❖ [General Information](#)
- ❖ [General Program Support Guidelines](#)
- ❖ [Specific Cultural Projects Guidelines](#)
- ❖ [Scoring Rubric](#)
- ❖ [Example Applications](#)
- ❖ [Online Grant System](#)
- ❖ [DOS Grants FAQ](#)
- ❖ [Division of Arts and Culture Calendar](#)

# GRANT PROGRAM MANAGERS

**Teri Abstein**

[Teri.Abstein@DOS.MyFlorida.com](mailto:Teri.Abstein@DOS.MyFlorida.com)

Cultural Facilities

**Adrianne Morrison Hogan**

[Adrianne.Hogan@DOS.MyFlorida.com](mailto:Adrianne.Hogan@DOS.MyFlorida.com)

Multidisciplinary

Arts in Education

Artist Performance on Tour

**Cassandra White**

[Cassandra.White@DOS.MyFlorida.com](mailto:Cassandra.White@DOS.MyFlorida.com)

Music

Community Theatre

Professional Theatre

**Sarah Stage**

[Sarah.Stage@DOS.MyFlorida.com](mailto:Sarah.Stage@DOS.MyFlorida.com)

Visual Arts

Museums

Artist Projects

**Dom Tartaglia**

[Dominick.Tartaglia@dos.myflorida.com](mailto:Dominick.Tartaglia@dos.myflorida.com)

Traditional Arts

**Patricia Singletary**

[Patricia.Singletary@DOS.MyFlorida.com](mailto:Patricia.Singletary@DOS.MyFlorida.com)

Dance

Literature

LAA/SSO

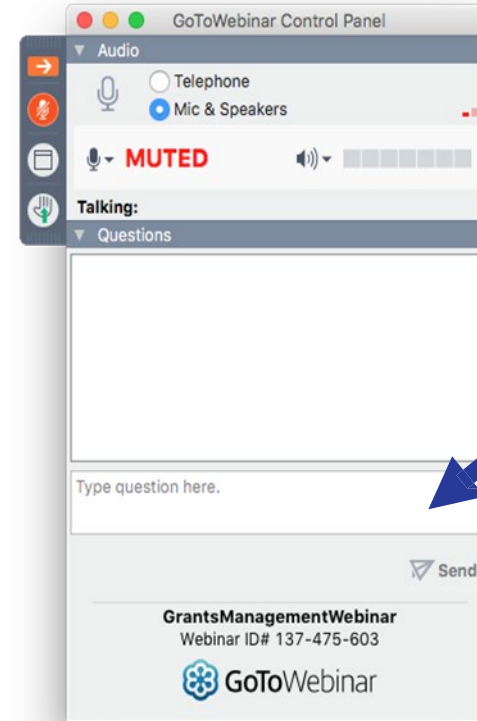
Media Arts

Presenter

Underserved

# QUESTIONS

# ANSWERS



TYPE HERE

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