

POD Final Report Checklist

Org/Individual			
Staff reviewer		Issue PO for final payment?	
Review date(s)		Final approval date	
due date - 30 days after project ends		Received on time?	
1. Form in e-grant Report (in egrant) for the project		Notes	Complete Redo
Project dates match up with original grant (must fall between 10/1/2019 to 9/30/2020)			
Page 2 Grant request – must be the amount you originally requested, not how much you received			
use actual numbers			
# of MI artists/cultural specialists – don't forget to include yourself!		0 unless you or org paid a MI artist for POD	
total paid to MI artists/cultural specialists		0 unless you or org paid a MI artist for POD	
# of all artists/cultural specialists		0 unless you or org paid a MI artist for POD	
Total paid to all artists/cultural specialists		0 unless you or org paid a MI artist for POD	
adults engaged – don't forget yourself/staff, etc.		directly - not via broadcast of social	
kids/youth engaged		directly - not via broadcast of social	
# new hires		0 for individuals; orgs enter # of full time employees (not contracted) hired in last year	
total # of emp.		0 for individuals; orgs enter # of full time employees (not contracted personnel)	
Populations by race		follow directions	
populations by age		follow directions	
contract status		follow directions	
Budget (in egrant) report form use the sample budget on the resource page before filling out form		Notes	Complete Redo
Grant paid to date and grant due must be correct.			
match 1:25 with itemization		cash and in-kind qualify	
MCACA share		must match grant awarded	
MCACA expenses allowed: Salaries/Wages/professional fees; conference, workshop fees; travel within USA; supplies; administrative fees; technology; research; planning studies; recording costs, and other approved expenditures.			
Attachments		Notes	Complete Redo
1. FYXX Project Final Report Narrative Org Name.PDF – 2 PAGES			
Narrative should compare to original grant intent			
Impact of POD on org or individual. What was learned, skills gained, etc.			
if applicable - how POD/knowledge could/will be shared with others			
Outcomes/evaluation - how did you evaluate your POD?			
Acknowledgements. How were MCACA & The Arts Alliance acknowledged or given credit for the grant? Include links in the narratives or submit examples in the Supplemental materials.			
2. FYXX POD Final Report certification form Name/Org signed by authorized official and program director			Complete Redo
3. FYXX Project Final Report Supplemental Materials.Org Name #1 up to 7			Complete Redo
Required - MCACA & The Arts Alliance acknowledgement samples			
Optional - images of the project			
Optional - collateral materials			
Optional – images or links to website, social etc.			