

Final Report Review Checklist – Arts & Cultural Projects

Organization			due date - 30 days after project ends		
Staff reviewer			Received on time?		
Review date(s)	Final approval date		Issue PO for final payment date		
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					
# of MI artists/cultural specialists – don't forget to include yourself!			use actual numbers		
total paid to MI artists/cultural specialists			use actual numbers		
# of all artists/cultural specialists			use actual numbers		
Total paid to all artists/cultural specialists			use actual numbers		
adults engaged – don't forget yourself/staff, etc.			directly - not via broadcast, web or social media		
kids/youth engaged			directly - not via broadcast, web or social media		
# new hires			# of full time employees hired in last year		
total # of emp.			# of full time employees		
Populations by race			follow directions		
populations by age			follow directions		
contract status					
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 1:1 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; equip rental; technology; research; planning studies; recording costs, and other approved expenditures.					
3. Attachments			Notes	Complete	Redo
1. FYXX Project Final Report Narrative Org Name.PDF - 3 pages					
Compare the following to the original grant intent, note reasons for changes.					
a. Artistic Merit - Describe the artistic and/or cultural merit of your project.					
b. Community Impact - What is the short and/or long term impact of your project on the participants involved, the community and/or your organization?					
c. Management & Implementation. How was your project implemented? Suggested items to include: time tables, schedule of activities, management, staff and volunteers.					
d. Outcomes/evaluation - how did you evaluate your project?					
e. Promotion. Describe the success of your project as a result of the promotion, marketing, letters to elected officials and use of social media. Insert links when possible.					
f. 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. FYXXXX Project Final Report certification form Org Name – signed by authorized official and project director				Complete	Redo
3. FYXX Project Final Report Supplemental Materials Org Name # 1 up to 7			Notes	Complete	Redo
Required - examples of MCACA & The Arts Alliance acknowledgements					
options - images of the project					
options - collateral materials					
options - links to website, social etc.					