

Quick Start Guide to the Final Report


What You Need to Start

- Actual Project Financials
- Actual numbers of persons benefiting and participating
- Project Information
- Public Value Stories
- Support Materials
- Letters to the Governor and your State Legislators in Jefferson City (electronic file), Monthly
- Assessment and Summary of Outcomes, Monthly Arts Education

Help

Direct questions to your program specialist. Online **Help** buttons are available adjacent to most questions.

Access the Final Report

Go to <http://mac.culturegrants.org>. Log In with your User Name and Password. Click on **My Data**. Locate the appropriate grant program heading. Locate the Final Report. In the right-hand column, click on  (link to Formset icon).

Final Report Tips

Navigate the Final Report in two ways: clicking on the links under the Table of Contents heading near the top of the page or on the buttons marked **Next** or **Previous** at the bottom of the page. You **must** click on **Save** or **Save & Continue** before going to the next page. If you go to the next page without doing this, you will lose any work that you completed on that page.

Narrative answers limit the number of characters you may enter. You are not required to completely use the available space.

Actual Numbers

We need your project numbers in order to report them to the National Endowment for the Arts and the National Assembly of State Arts Agencies. Report the numbers for the events or projects that MAC funded.

Project Overview

Click on the link in the final report for information and definitions to assist in answering the questions in this section.

Project Description

You will describe the projects funded by the grant including dates, title and location (with full address). An additional list of MAC funded projects may be uploaded on the Attachments page.

Accessibility

Describe the accommodations you provide for people with disabilities or other special populations to make the project accessible.

Public Value Stories

MAC would like to hear how the funded arts project has made an impact on someone's life or affected the community.

Project Variance

If the total project expenses on the financial summary vary by more than 10% of the approved project budget on the Interim Report (for Monthly grantees on the Application), provide a brief explanation.

Financial Summary

Use the actual numbers from the project, not the projected budget. MAC Grant Amount Spent line should reflect the entire MAC grant unless funds were released. Income can exceed expenses but a loss cannot be shown. Use applicant cash to cover a loss and balance the figures. For help, hover over the green corner by each line item for a description.

Uploading Attachments

Clearly title/name the file and provide a description. File formats include: for documents .doc, .xls or .pdf (.docx and .xlsx can also be used); audio MP3; images .jpg; videos MP4. **PDF is preferred format for documents.**

Support Materials

Attach at least one item from the funded project (maximum three). Make sure that at least one item acknowledges MAC support with a MAC logo and/or credit line. Materials may include but are not limited to the following: programs, brochures, reviews, articles, annual report, newsletters or website screen shot. This is optional for Arts Education grants.

Online Submission [Due: 30 Days after Project ends, no later than Third Monday in July]

Once you have completed your Interim Report and “signed” your compliance statement, press **Save** and **Submit**. If you have incomplete required questions or attachments, the system will prompt you to finish those items. Once you submit the form, you will no longer be able to make any changes. However, you will be able to view or print a copy for your records at any time. You will receive a **confirmation email** stating the Final Report was received by MAC. If you do not receive the email, the form was not submitted properly.

Additional Grant Information

Invoice [Mail, Email or Fax: 30 Days after Project ends, no later than Third Monday in July]

Once the project is completed, and you have submitted your final report, you may invoice for any remaining funds you spent and matched. To access the Invoice instructions and form, click on the Guidelines And Forms tab and go to the Forms heading.

Grant Change Request, Manage Account, Vendor Input [If Applicable]

If changes have been made to the project, contact/authorizing information or funds released, mail or email a **Grant Change Request** (access by clicking on the Guidelines And Forms tab and go to the Forms heading). Click on the **Manage Account** tab to update contact information online. Complete the **Vendor Input** form if the organization has a new address, financial institution or change in legal name (access by clicking on the Guidelines And Forms tab and go to the Forms heading).