## POD Final Report Checklist

<table>
<thead>
<tr>
<th>Org/Individual</th>
<th>Issue PO for final payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review date(s)</td>
<td>Final approval date</td>
</tr>
<tr>
<td>due date - 30 days after project ends</td>
<td>Received on time?</td>
</tr>
</tbody>
</table>

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!*
   - total paid to MI artists/cultural specialists
   - 0 unless you or org paid a MI artist for POD
   - # of all artists/cultural specialists
   - 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.*
   - 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)

   **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**
   - Narrative should compare to original grant intent
   - Impact of POD on org or individual. What was learned, skills gained, etc.
   - 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
   - Required - MCACA & The Arts Alliance acknowledgement samples
   - Optional - images of the project
   - Optional - collateral materials
   - Optional – images or links to website, social etc.