## 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.** |  | Complete | Redo |
**populations by race** | follow directions |  |
**populations by age** | follow directions |  |
**contract status** |  | Complete | Redo |
**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

### 3. FYXX Project Final Report Supplemental Materials Org Name # 1 up to 7

**Required - examples of MCACA & The Arts Alliance acknowledgements**

- options - images of the project
- options - collateral materials
- options - links to website, social etc.