

# Minnesota State Arts Board – Project Program Final Report Instructions

Last update: April 22, 2016

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## FINAL REPORT

Arts Board grant contracts state “The Grantee agrees to report to the Board using the final report form, supplied by the Board, and submit one sample credit line acknowledgment, as described in section H of this grant contract by **<the final report due date>**. Grantees will be expected to report on project activities that were supported and outcomes that were achieved as a result of this grant, and shall account for all funds awarded through this grant contract.”

**Make sure all contract amendments for this grant have been approved.** If you have submitted a contract amendment which has not been approved yet, e-mail the Arts Board at: [apply@arts.state.mn.us](mailto:apply@arts.state.mn.us) before beginning to complete your final report.

## ACCESSING THE FINAL REPORT

1. Login to WebGrants at <http://apply.mnartsboard.com/index.do>
2. Enter your user ID and password; click Log In.
3. Click My Grants. Your current grants will be listed there.
4. Click on the grant title. This will open a list of WebGrants forms associated with the grant.
5. Click Status Reports.
6. Click on the blue ID number of the status report type “final report.”

## FORM INSTRUCTIONS

Complete the forms described below. Mark each form complete before submitting. Forms marked complete can be edited up to the time they are submitted.

### **Activities and Accomplishments**

- **Narrative Questions:** Provide succinct responses to the narrative questions.
- **Yes/No Questions:** Answer as appropriate.
- **Funding Acknowledgement:** Describe the acknowledgment and attach a sample acknowledgment as a PDF file. Do not attach other file types.
- **Project Documentation:** If the project resulted in a product that you would be willing to share with the Arts Board, attach it here.
- **Feedback:** Please provide feedback to the Arts Board.

### **Outcomes**

In the application Narrative form, project outcomes, program outcomes and evaluation methods were described. Use the Outcomes form to describe actual achievements. Briefly describe how you evaluated the degree to which you achieved your intended outcomes.

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- **Narrative Questions:** Provide succinct responses to the narrative questions.
- **Actual Outcome:** The answer to this item will be posted to the Minnesota Legacy Web site. Write in the third person; avoid abbreviations and acronyms; use complete sentences; and speak to a general audience.

## **Legacy Amendment Accountability**

Answers to the three questions on this form are reported to the Legislative Coordinating Commission. Grantees are asked to report:

- the number of full time equivalent (FTE) employee positions created with Arts and Cultural Heritage Fund (ACHF) dollars to carry out this project;
- the names of their board of directors; and
- the general administrative expenses charged to this project grant.

## **Artist and Participant Estimates**

Use this form to enter the actual artist and audience numbers for the project. Explain variances of 20% or greater from application estimates.

## **Public Events**

Use this form to enter information about each public event associated with this project.

## **Financial Information**

Use this form to enter the actual revenues received and expenses incurred for the grant project. Use the notes field for each line item for grantees to describe variances over 10% and \$1000. The form will calculate variance amounts and percentages when information entered into the form is saved.

## **Financial Reconciliation**

**This form is for grants greater than \$50,000.** Grantees with smaller grants will not see this form. Financial reconciliation involves matching grant expenses claimed with source documentation for those expenses. Source documentation may include items such as trial balance, general ledger detail, invoices, credit card receipts, payroll records, approved timesheets, bank statements, copies of cancelled checks, and other documents.

## **Counties Served**

Place a check mark by each county in Minnesota impacted by this grant project or program.

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## **NEA Reporting**

Information on this form is used in Arts Board reports to the National Endowment for the Arts. (This form is not used in all Arts Board programs.)

## **Certification and Signature**

An authorized signature is required on the final report.

## **SUBMIT**

To double-check the final report before submission, click on the blue Preview button above the status report components list on the right. This will display one screen with all information entered.

To keep a copy of the final report, click the blue Print to PDF button and follow the prompts to save a copy of the report to your computer.

When all report components are marked complete, click Submit.

## **ARTS BOARD REVIEW**

After submission, the final report will be reviewed by Arts Board staff. If problems are found, the report will be unlocked for grantee correction and re-submission.

Arts Board program officers will review the final report, as well as the project overall. They will complete the Program Officer Review form, answering questions about and commenting on the topics below. Grantees will be able to see the feedback when the final report is approved. At approval time, an automatic e-mail alert is generated.

## **Contract Compliance**

1. Were the contracted activities completed as proposed?
2. Were there any changes made to the project that required a contract amendment?
3. Was a sample of the proper written and/or verbal acknowledgement provided?
4. If applicable, were the required matching funds raised?
5. Were Arts Board funds used only for allowable purposes?
6. If applicable, did reconciliation process demonstrate grantee's ability to meet the record keeping, audit, and maintenance of records standards outlines in the grant contract?
7. If applicable, were required follow-up actions in the monitoring visit completed?
8. Were all grant funds used?

Contract Compliance Comments/Feedback (narrative)

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## **Project Evaluation**

1. To what extent did the reported activities fulfill the contracted activities?
2. Were there significant challenges for completion of the project?
3. Were identified challenges addressed appropriately?
4. Considering both breadth and depth, to what extent did the project report and make a difference in the lives of target populations?
5. Outcomes
  - a. Did the evidence collected address intended outcomes?
  - b. Were the evaluation methods used appropriate?
  - c. Were the evaluation conclusions and their use appropriate?

Summary Evaluation

Overall Project Comments/Feedback (narrative)

TIPS AND SUGGESTIONS
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- To see a single list of all questions comprising the final report, click the blue Preview button/link above the list of component names. This will prepare a flat screen report of the entire final report. To save this report, click Print to PDF and follow the screen prompts. Use this step again right before submitting the final report to print paper copies.
- All forms must be marked complete before the final report can be submitted.
- You can edit and revise a form even if it is marked complete.
- Once submitted, no more edits can be made.
- If more than one person from your organization will work on the final report, read the sections of the WebGrants Frequently Asked Questions (FAQ) document that pertain to registering colleagues and who can edit forms in WebGrants.

FOR QUESTIONS OR HELP
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For questions about financial reconciliation, please contact:

**Charles E. "Charlie" Scheele**, accounting technician

Charles.Scheele@state.mn.us.....(651) 215-1601

For questions about the technical aspects of the form, or questions about electronic submission, e-mail the Arts Board at: [apply@arts.state.mn.us](mailto:apply@arts.state.mn.us). The following staff may also be called regarding technical aspects, but e-mail is preferred.

**Tom Miller**, WebGrants project manager.....(651) 215-1611

All staff can be reached toll-free at .....(800) 866-2787