



Guidelines for Completing the Universal Final Report

As stated in the Grant Award Agreement (contract), Article II. 6 – Report Deadline: all grantees, “...must submit to the Director or his designee, a Final Report documenting that the Grantee is meeting or has fulfilled all project and financial requirements.”

Final Reports are due by the date specified in Article I of the Grant Agreement, (at the top of the signature page of your grant contract), which is normally calculated as 45 calendar days after your project completion (end) date. Note: the final report due date is a received by date.

“Core” grants that provide general operating support (such as ADV, FEST, HCJ, DAN, and YAM) typically have project completion dates corresponding to the end of the County’s fiscal year (September 30), with final reports being due by November 14. Note: If the Final Report due date falls on a Saturday, Sunday or legal holiday, the final report would be due the following business day.

For assistance with completing the Final Report, contact your Program Administrator directly or call (305) 375-4634.

• PROJECT / SEASON INFORMATION FORM

Project Title: The project title can be found in Article I, #3 of your Grant Award Agreement (the contract signature page).

Project Venue/Location(s): Provide a summary listing of the location(s) of where the project/program activity(ies) took place. Please include the address of the venue(s).

Actual Date(s) of Activities: Provide a summary listing of date(s) of when the project/program activity(ies) took place. Note: the project dates should correspond with the dates stated in Article I, #5 and #6 of your Grant Award Agreement (the contract signature page). If date changes were required, please note in this section.

Admission / Fees: Indicate if your project/program activity(ies) were free or if a ticket admission, tuition or other fee was charged. If some activities were free and others were ticketed, you may check both. Be sure to state the price range for the ticketed project/program activity(ies).

PROGRAM PARTICIPATION – ADULTS

- Total Numbers of Adults Attending Program(s): Estimate the total numbers of adults who attended the funded activities. This number represents the total number of audience members.
- Total Numbers of Adults Performing / Instructing: Estimate the total numbers of adults who performed/instructed the funded activities, such as artists, cast members, teachers/lecturers, etc. This number represents the total number of adult artists, presenters, lecturers, and/or instructors.

NUMBERS OF CHILDREN / YOUTH SERVED: Estimate the numbers of children served per age group and in total, for all project/program activities. These numbers should include all children/youth who were in attendance, participating and/or performing COMBINED for all project/program activity(ies).



NUMBERS OF CHILDREN / YOUTH WITH DISABILITIES: Out of the total estimated numbers of children/youth served given above, estimate the total number of Children/Youth with disabilities served per age group.

- **PROJECT / SEASON SUMMARIES FORM**

Q 1 – provide a narrative summary of all project/program activity(ies) which took place. This summary should correspond to the project synopsis (summary) presented in your grant application, incorporating any changes that may have occurred. In addition, describe any changes that may have occurred (either positive or negative), which differ from the original project/program as presented in your grant application and Grant Award Agreement (contract).

Q 2 – provide a summary evaluation regarding the success and/or problems regarding the project/program activity(ies). What did you use to determine whether the project/program was successful?

Q 3 – describe how your project/program was marketed. Be specific regarding the media used and be sure to state what worked successfully.

Q 4 – describe the impact your project/program had on Miami-Dade County residents' quality of life and tourism. SAS-C and YEP GRANTEES: describe the impact of that arts and/or science components of the program had on the participating youth in the funded program.

- **YEP and SAS-C GRANTEES ONLY**

This section is to be completed by Youth Arts Enrichment (YEP) and Summer Arts and Science Camps for Kids (SAS-C) Grants Program grantees only. Enter the actual average number of times each individual (un-duplicated) student participated in the funded program. For YEP Category A and SAS-C grantees, the number entered must match your student roster.

- **TDC GRANTEES ONLY**

This section is to be completed by Tourist Development Grants (TDC) grantees only, in order to document the impact of the project/program on Miami-Dade County tourism. **Note:** The question related to broadcasts is specific to live broadcasts of the funded event. Do not include information regarding paid or donated advertisements in this section.

- **PERFORMANCE VENUE LOCATIONS AND DISTRICT NUMBERS**

Enter the Miami-Dade County Commission district number and municipality code for each venue(s) your organization used to present your event(s) and/or program(s) by clicking on the links provided on the form to find each district number. **NOTE:** State of Florida House of Representatives and State of Florida Senate district numbers are required for the grantee's primary performance venue and principal office location only. **Enter information for activities taking place in Miami-Dade County ONLY.**

- **FINAL REPORT EXPENSES AND REVENUES BUDGET FORMS**

Grantees will download a final report expenses and revenue budget form directly from the site. The form must be saved as a PDF and uploaded for staff review.



➤ **GRANT DOLLARS ALLOCATED COLUMN**

When completing the final report budget – expenses form, be sure the column GRANT DOLLARS ALLOCATED matches the approved grant award budget presented in the Restatement of Project Budget attached to your Grant Award Agreement (contract). Note: Any deviation to the grant award budget **MUST** be requested in writing to the Director of Cultural Affairs **prior to the grant project end date** and cannot exceed 25% of the total amount of the grant award.

• **FINAL REPORT – EXPENSES/REVENUES SUMMARY**

Based upon the expenses and revenues budget uploaded as part of the final report, grantees must RE-ENTER the amounts found on the TOTAL CASH column (column D) on the Excel file for the projected expenses categories.

• **FINAL REPORT – UPLOADS FORM**

Grantees completing final reports are required to provide a series of documents in order to close out their grant award with the Miami-Dade County Department of Cultural Affairs. All documents must be provided in PDF Format, unless otherwise indicated on the Final Report – Uploads form page. If assistance is required, please contact your designated Grant Program Administrator.

➤ **SAS-C AND YEP GRANTEES**

In addition to the items noted below, grantees of the Summer Arts & Science Camps for Kids Grants Program (SAS-C) and the Youth Arts Enrichment (YEP) Grants Program are required to provide specific documents as indicated on the SAS-C and YEP Final Report – Uploads form pages.

✓ **FINAL REPORT EXPENSE SUMMARY TEMPLATE**

Grantees are required to use the Final Report Expense Summary template as an attachment to the Final Report Form to help organize the required cancelled checks and invoices. The template is a Microsoft Excel Spreadsheet. You may add additional rows to budget categories as needed.

✓ **CANCELLED CHECKS & INVOICES (DOCUMENTATION OF GRANT EXPENDITURES)**

Grantees are required to provide evidence that grant dollars were spent in accordance with the Grant Award Agreement (contract). This evidence/documentation must correspond to the approved grant award budget in the Final Report Form.

In order to demonstrate that grant dollars were spent appropriately, grantees must submit evidence in the form of receipts or invoices for all grant expenditures – what goods/services were purchased, **together** with the corresponding proof of payment (cancelled checks) for those line items. There must be proof of purchase AND proof of payment for each grant expenditure.

Grantees must upload one (1) PDF file containing all scanned copies of each cancelled check (front and back) to show proof of payment. Alternatively, grantees may provide 1 scanned pdf containing bank issued evidence of payments in the form of a cancelled check summary statement **only if the payee is clearly noted on the check summary statement**. Summaries noting only check number and amount are not acceptable.

Cancelled checks and invoices documenting grant expenditures must align with the Final Report Expense Summary Template and the Grant Dollars Allocated column.



Grantees making payment with a credit card must still provide evidence of what was purchased in the form of a dated receipt/invoice and a copy of the cancelled check showing payment was made for the credit card charges.

Grantees should NOT make payments in cash, unless an appropriate dated receipt and/or invoice is received documenting the goods or services received and showing that the bill was paid in full. For cash payments issued to artists or any other individual, grantees must submit a notarized affidavit signed by the artist or individual receiving payment, attesting to the services provided, the date of services and payment received.

MAJOR CULTURAL INSTITUTIONS (MCI), YOUTH ARTS MIAMI (YAM) – CATEGORY A, CULTURAL ADVANCEMENT (ADV) AND ARTS EDUCATION INITIATIVES (EDU) GRANTEES ONLY: An independent financial audit encompassing the grant period **must** be uploaded. If an audit is not available, a compilation statement prepared by an independent certified public accountant or corporate financial officer may be included until such time an audit is available. If an audit or compilation statement is not available, grantees will be required to submit documentation of grant expenditures; refer to instructions under ***Cancelled Checks & Invoices (Documentation of Grant Expenditures)*** on pages 3 and 4 of this document. For questions, please contact your Grants Program Administrator.

✓ **SUPPORT DOCUMENTS**

The support documents serve to document the project/program activity(ies), as well as provide evidence that the project/program was implemented in accordance with the Grant Award Agreement (contract). The support documents should tell a story and is an opportunity to showcase the success of the project/program. Keep in mind that materials related to the project/program must include the required and correct publicity credits as outlined in the Grant Award Agreement (contract).

✓ **SIGNATURE/CERTIFICATION OF AUTHORIZING OFFICIAL**

Grantees must upload one (1) pdf file of the scanned, signed, notarized **Signature/Certification of Authorizing Official for Final Reports** form by the report due date indicated in Article II. 6 of their grant award agreement. ****IMPORTANT** Be sure to take your printed copy of the final report to your notary so they may certify that the information contained in the report is true and accurate.**