

Summer Arts & Science Camps for Kids (SAS-C) and Youth Arts Enrichment Program (YEP)

GRANT REPORTING REQUIREMENTS - PLEASE READ ALL INSTRUCTIONS!

Final Report Due Date: Your final report due date is printed on the first page (Article I signature page) of your grant award agreement (contract).

For SAS-C grantees: the final report due date is calculated as **45 days** after your project end date.

For YEP grantees: the final report due date is calculated as **30 days** after your project end date.

Your project end date is the last date of your program activities that you entered in your grant application, or as adjusted in your restatement of project budget. If the final report due date falls on a weekend or holiday, it is due the first business day following the calculated due date. The report due date is a received by date.

Final Reports will not be recorded as being submitted to the Department of Cultural Affairs until all required reporting components are submitted.

For your final report, you must submit the items listed below via SurveyMonkey Apply (unless otherwise noted).

All required uploaded documents MUST be provided in PDF format unless otherwise indicated. Each required upload should consist of one (1) single electronic file.

- 1) **Final Report Forms (all required tasks in SurveyMonkey apply)**
- 2) A completed **Final Report Expense Summary Template** (download at <http://www.miamidadearts.org/grant-reporting-documents>)
- 3) **Copies of cancelled checks** (front and back), or bank issued evidence of payments, together with corresponding invoices/receipts documenting all grant award expenditures (“proof of purchase; proof of payment”). These expenses must align with the Final Report Expense Summary Template and Grant Dollars Allocated column in your Final Report Form/Formset.
- 4) **3 support documents** related to the funded project, such as:
 - brochures / flyers
 - Press releases / news clips / advertisements
 - Sample photos, video clips or other media documenting project activities
 - Parent / student / teacher surveys or testimonials
- 5) A signed, dated and notarized [Signature / Certification of Authorizing Official for Final Reports form](#)

ADDITIONAL REQUIREMENTS FOR SAS-C AND YEP CATEGORY A GRANTEES:

- 6) **Student Roster Template** (download the [MOST RECENT Student Roster Template Excel file](#) from the [Grant Reporting Documents webpage](#))
 - Refer to the Grant Award Agreement Excerpt below for additional information required for completing the Student Roster.
 - Upload the completed Student Roster Excel spreadsheet(s) in **Microsoft Excel format**.

- 7) **Youth Arts & Science Pre- and Post- Assessments** (download the Youth Arts & Science Pre- and Post- Assessment forms, as well as a Scoring Guide for the Assessment of Participant Peer Relationships, from the [Grant Reporting Documents webpage](#))
 - **NOTE:** Students must be assessed at the BEGINNING and END of the funded program.
 - Upload 1 pdf file containing all scanned copies of the pre- and post- assessments administered.
 - Enter the participating students' pre- and post- assessment scores on the Student Roster (see below).

- 8) **Parent Satisfaction Surveys** (hyperlinks for electronic versions of The Children's Trust client satisfaction surveys are available on the [Grant Reporting Documents webpage](#))
 - **NOTE:** Surveys should be administered at the END of the funded program.
 - It is critical that grantees instruct parents to enter the correct organization (grantee) name in the electronic form for the Department to document submissions and link them back to the grantee organization.
 - If an organization wishes to distribute hard copies of the surveys using paper forms they must enter all survey data individually into the electronic survey form. PDF surveys may be requested from the grant program administrator.

- 9) **The Children's Trust Child Information Forms** (download The Children's Trust Child Information Form from the [Grant Reporting Documents webpage](#))
 - Upload 1 pdf file containing all of The Children's Trust Child Information Forms for all students funded/underwritten by the SAS-C grant or participating in the YEP Category A project.
 - The Children's Trust Child Information forms submitted must correlate with the Student Roster.

- 10) **Student Attendance Records / Attendance Logs**
 - Upload 1 pdf copy of the program attendance log / sign-in sheet(s).
 - The attendance log / sign-in sheets must correlate with the student information entered in the Student Roster.

EXCERPT FROM THE GRANT AWARD AGREEMENT

Article II.6: Report Deadline – ¶ 5:

Additional Grant Reporting Requirements for the Summer Arts & Science Camps for Kids (SAS-C) Program and Youth Arts Enrichment Program (YEP)

In addition to the Final Report and documentation described in Article II.6, Grantees shall be subject to the requirements of the **SAS-C and YEP Contract Compliance Infraction Policy** as outlined below, which includes:

- evaluating grantee performance as it relates to future funding by incorporating prior year outcomes data and contractual compliance reporting information in the subsequent year's grant application, and which will be taken into account in the application scoring criteria; and
- implementing automatic penalties for organizations having serious prior year compliance issues in subsequent year's grant applications (see chart below).

Contract Compliance Issues include:

1) Late reporting (SAS-C, YEP Category A, YEP Category B, YEP Category C)

- For SAS-C, Final Reports are due within forty-five (45) days of the project completion date.
- For YEP, Final Reports are due within thirty (30) days of the project completion date.
- Final Reports will not be recorded as being submitted to the Department of Cultural Affairs until all required reporting components are submitted via the Department's online grants system, which include:
 - a. Final Report Forms
 - b. Final Report Expense Summary Template
 - c. Copies of cancelled checks or bank issued evidence of payments, together with corresponding invoices/receipts
 - d. 3 support documents related to the funded project, such as:
 - i. brochures / flyers
 - ii. press releases / news clips / advertisements
 - iii. sample photos or other media documenting project activities
 - iv. parent / student / teacher surveys or testimonials
 - e. Student Roster Template(s) (SAS-C / YEP Category A)
 - f. Youth Arts & Science Pre- and Post- Assessments (SAS-C / YEP Category A)
 - g. The Children's Trust Parent Satisfaction Survey (SAS-C / YEP Category A)
 - h. The Children's Trust Child Information Forms/ data (SAS-C / YEP Category A)
 - i. Student Attendance Log / Records (SAS-C / YEP Category A)

2) Total number of children/youth contracted to be served not met (SAS-C / YEP Category A)

3) Number of children/youth with disabilities contracted to be served not met (SAS-C / YEP Category A)

- a. At least ten (10%) percent of the total number of children/youth contracted to be served must be children/youth with disabilities. For definitions and more information on reporting about children with disabilities go to:

- 4) **Insufficient Student Data (missing, incomplete, inaccurate, or insufficient attendance and/or pre/post assessments) (SAS-C / YEP Category A)**
- 5) **Failure to attend the required All Kids Included (AKI) Professional Development Workshop on Inclusion Strategies for Children and Youth with Disabilities as described in the SAS-C program guidelines (SAS-C)**

The following table outlines the penalties that shall be imposed in subsequent year's grant applications for each of the infractions pertaining to the prior year contract compliance issues:

SAS-C and YEP Contract Compliance Infraction Policy								
Compliance Issue	Grant Program	Grace Period	Infraction	Penalty	Infraction	Penalty	Infraction	Penalty
1) Late reporting	<ul style="list-style-type: none"> • SAS-C • YEP Cat A • YEP Cat B • YEP Cat C 	<=7 days	8-14 days	-3 points Mgt/Fin Capability	15-44 days	-5 points Mgt/Fin Capability	>44 days	1 year Ineligible
2) Total number of children/youth contracted to be served	<ul style="list-style-type: none"> • SAS-C • YEP Cat A 	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
3) Number of children/youth with disabilities contracted to be served	<ul style="list-style-type: none"> • SAS-C • YEP Cat A 	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
4) Insufficient Data								
a. Number of actual days attended	<ul style="list-style-type: none"> • SAS-C • YEP Cat A 	<=10%	11-20%	-3 points Mgt/Fin Capability	21-30%	-5 points Mgt/Fin Capability	>30%	1 year Ineligible
b. Pre-Assessments	<ul style="list-style-type: none"> • SAS-C • YEP Cat A 	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
c. Post-Assessments	<ul style="list-style-type: none"> • SAS-C • YEP Cat A 	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
5) Failure to attend SAS-C Grantee Inclusion Workshop	<ul style="list-style-type: none"> • SAS-C 	n/a	1 or more hours late	-3 points Mgt/Fin Capability	2 or more hours late	-5 points Mgt/Fin Capability	*absent	1 year Ineligible

* At their discretion, the SAS-C grant program administrator may take extenuating circumstances into account and recommend grantees who fail to attend the SAS-C Grantee Inclusion Workshop be given a 7-point penalty and permitted to apply in the subsequent year if they complete the virtual AKI Access Academy.

Measurable Outcomes and Programmatic Data Reporting Requirements for Summer Arts & Science Camps for Kids (SAS-C) Program and Youth Arts Enrichment Program (YEP) Category A - (for ongoing/long-term projects)

In addition to the Final Report and accompanying documentation described in Article II.6, Grantees awarded through SAS-C and YEP Category A (for ongoing / registration-based projects) shall submit documentation to measure the following outcome indicators:

Outcome and Target %	Participants to be Measured	Data Source / Measurement Tool	Timing
85% of children/youth improve proficiency of arts skills	SAS-C (Arts) YEP (Category A: long-term/ongoing projects)	Youth ARTS Program Participant Skills Assessment (Americans for the Arts, Youth ARTS Toolkit, 2003 – adapted)	Pre & Post
85% of children/youth improve science skills	SAS-C (Science)	Youth ARTS Program Participant Skills Assessment (Americans for the Arts, Youth ARTS Toolkit, 2003 – adapted)	Pre & Post
85% of children/youth will increase positive peer relationships	SAS-C YEP (Category A: long-term/ongoing projects)	Youth ARTS Pre & Post Assessment of Participant Peer Relationships (Americans for the Arts, Youth ARTS Toolkit, 2003 – adapted)	Pre & Post

Grantees shall also submit the Student Roster documenting participant demographics*, aggregate attendance, and performance measures as noted above.

*Demographics information required for CHILDREN/YOUTH participating in SAS-C and YEP Category A funded programs:

- Zip Code of children’s residence
- Gender (male, female, other)
- Age Range in years (0-5, 6-12, 13-18, 19-22, Unknown)
- Race (American Indian or Alaskan Native, Asian, Black or African American, Pacific Islander, White, Other, Unknown)
- Ethnicity (Hispanic, Haitian, Other, Unknown)
- Child’s Current Grade Range (Elementary, Middle, High School, Not in School)
- Child’s Current School
- Disabilities served
- Disability Type
- Dependency
- Delinquency

Grantees funded through SAS-C and YEP Category A shall also utilize the Children’s Trust Client Satisfaction Surveys provided electronically at the completion of the funded project.