



# FY25 Grant Award Final Report Instructions

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The MACC FY25 Grant Agreement requires reporting of grant activities in a Final Report following conclusion of the grant period. Please review these instructions carefully regarding specific grant reporting requirements for both MACC Mission Support and MACC Experience Support awardees. The grant report is used by the Council for grant agreement monitoring, project evaluation and research. The content of the grant report should reflect all programmatic activities that occurred during the grant cycle and a financial statement reflecting the grant, matching funds, and corresponding expenses, in accordance with the awardee's grant agreement.

## **Deadline: Thursday, October 30, 2025, 11:59PM ET**

FY25 Final Reports are due on or before Thursday, October 30, 2025 11:59PM ET (one month after grant period ends on September 30). The Final Report must be submitted and both applicable electronic signatures affixed to the Final Report Certification prior to the deadline.

According to the MACC FY25 Grant Agreement, **failure to submit Final Report on time may result in repayment of the award to the State of Michigan and/or disqualification of future MACC grant awards for a period of up to three (3) years**. Please consult grant agreement for more information.

Awardees are encouraged to begin the Final Report submission process well before the deadline to avoid unforeseen circumstances that may affect timely submission of the report prior to the deadline.

## **Final Report Assistance**

MACC Staff is available to assist with questions about the Final Report. Please contact the Program Manager assigned to your award which is found in your SmartSimple grant record. If you are uncertain, refer to the MACC staff directory here: <https://www.michiganbusiness.org/industries/macc/about-macc/>.

## **MACC FY25 Final Report Checklist**

The following information will be required in the Final Report:

- A current Project Director and Authorizing Official to sign off on the Final Report via an emailed DocuSign. *(If the organization has experienced personnel changes, please take the necessary steps to update the Project Director and/or Authorizing Official information--see Step 1 below)*
- At least one individual (the current Project Director and/or Authorizing Official) has SmartSimple login credentials to file the Final Report
- Data collected (number reached, demographics, etc.) about participants in funded projects
- Financial information on how the organization spent the MACC grant award on allowable expenses for the approved project(s)
- Financial information on how the organization generated (raised) and spent its required 25% cash match on the project(s)
- Short narrative responses detailing the completed projects and resulting impact
- Proof that each project was completed such as pictures or promotional materials
- Examples of crediting MACC (and National Endowment of the Arts, if applicable) for the award such as a screenshot of using the MACC/NEA logos on awardee's website or promotions

## **Final Report Instructions: Contents**

- [Step 1: Confirm Final Report Personnel & Access SmartSimple](#)
- [Step 2: Enter Final Report Data & Responses](#)  
*(not all tabs will appear for every awardee)*
  - [TAB: GENERAL](#)
  - [TAB: REPORT DETAILS](#)
  - [TAB: OPERATIONAL SUPPORT](#)
  - [TAB: PROJECT SUPPORT](#)
  - [TAB: FACILITY IMPROVEMENT/EQUIPMENT](#)
  - [TAB: PROFESSIONAL/ORGANIZATIONAL DEVELOPMENT](#)
  - [TAB: TRANSPORTATION](#)
  - [TAB: ARTS EDUCATION](#)
  - [TAB: CASH MATCH](#)
  - [TAB: ACKNOWLEDGEMENTS](#)
  - [TAB: CERTIFICATION](#)
- [Step 3: Send Final Report Certification for Two Signatures](#)
- [Step 4: Confirm Proper Submission Prior to Deadline](#)

## Step 1: Confirm Final Report Personnel & Access SmartSimple

During the application and award process, the awardee appointed two different members of the organization to serve as the main contacts on the grant award. Those two individuals are the Project Director and the Authorizing Official. *(The Project Director is typically the individual who writes the application, manages/tracks the project, and files the Final Report. The Authorizing Official is typically a senior manager or board member of the organization and must be someone that has authority to sign official grant documents on behalf of the organization.)*

The awardee should first determine if there are any changes needed to the listed Project Director or Authorizing Official as both individuals will be required to affix a digital signature to the Final Report Certification prior to full submission of the report. At least one of the individuals (typically the Project Director) will need to access SmartSimple to file the actual report before the digital signature phase. The Authorizing Official does not necessarily need to log in to SmartSimple during the Final Report process unless that individual will be working on and/or submitting the Final Report.

- **NO PERSONNEL CHANGES:** If the awardee’s listed Project Director and Authorizing Official are still current, the awardee may continue to Step 2 of the Final Report. See directions below if a password reset is needed to access SmartSimple.
- **PERSONNEL CHANGES NEEDED:** If the listed Project Director and/or Authorizing Official need to change, the awardee must file a Grant Change Form before starting the Final Report so that the proper individuals can access and file the report. Please see this chart for specific instructions:

Changes Needed	Grant Change Procedure
Change to Project Director Only	The listed Authorizing Official should log in to SmartSimple, click “Applications and Grants” in upper right corner, scroll down to “Grant Changes” section, and click the blue “Apply for Grant Change” on the corresponding grant record. Select “Project Director” on Grant Change Type and fill in the new contact information. Answer the two brief questions on the “Purpose of Change” tab. Then click “Save Draft” and click “Send Signature Page”. The Authorizing Official will shortly receive a DocuSign email to sign off on this change. Once MACC receives the signed DocuSign, MACC will update the personnel and create a new SmartSimple profile for the new Project Director. The new Project Director will receive an email from SmartSimple to reset the password to access the new account.
Change to Authorizing Official Only	The listed Project Director should log in to SmartSimple, click “Applications and Grants” in upper right corner, scroll down to “Grant Changes” section, and click the blue “Apply for Grant Change” on the corresponding grant record. Select “Authorizing Official” on Grant Change Type and fill in the new contact information. Answer the two brief questions on the “Purpose of Change” tab. Then click “Save Draft” and click “Notify Program Officer”. MACC needs to process the change first, and then the <b><u>NEW</u></b> Authorizing Official will receive a DocuSign email to sign off on this change. Once MACC <i>(continued on next page)</i>

	receives the signed DocuSign, MACC will finalize the change and create a new SmartSimple profile for the new Authorizing Official. The new Authorizing Official will receive an email from SmartSimple to reset the password to access the new account.
Change to <b>BOTH</b> Project Director and Authorizing Official	The awardee should contact MACC staff (see page 1 for contact information) to request access to the Final Report. MACC will need the following information for <b>both</b> the new Project Director and the new Authorizing Official: (1) first and last name, (2) phone number, (3) email address, and (4) title at the organization (i.e. Operations Manager, Director, Board President). MACC will enter the Grant Change Form on your behalf. The <b>NEW</b> Authorizing Official will receive a DocuSign to sign off on this personnel change. Once MACC receives the signed DocuSign, MACC will finalize the change and create a new SmartSimple profiles for both the new Project Director and Authorizing Official. Both individuals will receive an email from SmartSimple to reset the password to access the new account.

## To Access Final Report in Smart Simple

**FORGOT PASSWORD?** If you have a SmartSimple account and need a password reset, go to the SmartSimple login page <https://macc.smartsimple.com/> and click “Forgot Password” to enter your email address associated with the account. SmartSimple will email password reset instructions. If you do not receive the SmartSimple email, please check your spam/junk folder for it. If it still has not arrived, please contact MACC staff for assistance. Please, do not create a new account.

Once the proper personnel (Project Director and Authorizing Official) are listed on the grant record and can log in to SmartSimple, there are two ways to access the Final Report within SmartSimple:

1. Log in to SmartSimple: <https://macc.smartsimple.com/>
2. Select “Reports” in upper right corner of screen to open the “My Reports” section.
3. The Final Report is available in the “DUE” tab. *(If the Final Report was submitted and returned to the awardee for corrections, the Final Report is available in the “SENT BACK” tab.)*
4. Select anywhere on grant line to open the Final Report.

**OR**

1. Log in to SmartSimple: <https://macc.smartsimple.com/>
2. Select “Applications and Grants” in upper right corner of screen to open the “My Applications” section.
3. Navigate to the “Awarded” tab.
4. Select the blue “Open” button on grant line to open the entire grant record.
5. Select the “Final Reports” tab inside the dark blue band on left side of screen.
6. Select anywhere on grant line to open the Final Report.

## Step 2: Enter Final Report Data & Responses

With the Final Report opened in SmartSimple, complete the report by entering data and responses in each tab that runs horizontally across the screen as highlighted below.

The screenshot displays the 'Final Report' form in SmartSimple. At the top, the title is '[Redacted] - Final Report' with a breadcrumb 'Grants > Activity'. The form includes the following fields and elements:

- Type:** Final Report
- \* Due Date:** 10/30/2025 (with a calendar icon)
- Status:** Draft (with a dropdown arrow and a refresh icon)
- Grant Type:** Mission Support
- Project Director:** [Redacted] (with a refresh icon)
- Project Director Email:** [Redacted]
- Click button to print Report Summary:** Report Summary (blue button)

At the bottom, there is a horizontal tabbed navigation bar with four tabs: **GENERAL** (highlighted in yellow), **REPORT DETAILS** (highlighted in yellow), **OPERATION SUPPORT** (highlighted in yellow), and **PROFESSIONAL/ORGANIZATIONAL** (highlighted in yellow).

Not all tabs will appear (only tabs for which funds were awarded or where information is required will appear and need to be completed). Detailed instructions for how to complete each individual tab are included within this step.

### TAB: “GENERAL”

Data in the “General” tab is automatically filled from the grant record. Review the information to ensure that it is current under both the “Organization” and “Contact” sections. If correct, click “Save Draft” and “NEXT” at the bottom of the screen to move on.

If the incorrect personnel are listed or the organization had a change in organization name or address, please go back to Step 1 of the Final Report Instructions for information on how to submit a Grant Change Form request. If any other information is incorrect, please contact MACC staff for assistance in making corrections. Awardees cannot submit the Final Report until this information is corrected but may continue working on further sections of the report while corrections are being processed.

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “REPORT DETAILS”**

### **Contract Status**

From the drop-down menu, select the option that best fits the status of the grant contract at the time of submitting the Final Report.

- **Contract Completed: Met required grant match.**

- All projects contained in the grant agreement were fulfilled, and all MACC funds and required Cash Match were expended.

- **Contract modified/cancelled: Grant funds are being returned.**

- All or a portion of the project was not completed, and the awardee is returning funds to the State of Michigan. If selecting this option, a separate box will appear below to enter the amount of funds being sent back. A check should be made payable to the “State of Michigan” and mailed to State of Michigan Arts and Culture Council, 300 N. Washington Square, Lansing, MI 48913. Please remit funds within 60 days of the contract end-date (September 30). In the applicable section of the Final Report (i.e. Facility Improvement tab), please describe why the project was not completed.

### **Participation Summary**

Enter data throughout the “Participation Summary” section to detail the impact of the MACC-funded projects/activities that occurred during the grant period (October 1, 2024 – September 30, 2025). Please follow the guidelines below when entering data:

- If the awardee received MACC funding in one category (i.e. Project Support), enter data related to that sole project for which MACC funds were awarded.
- If the awardee received MACC funding in several categories (i.e. Project Support, Facility Improvement, Transportation), enter data cumulatively encompassing all projects for which MACC funds were awarded. To the best of your ability, avoid double counting individuals that might have participated and/or contributed to multiple projects.
- If the awardee is the recipient of Operational Support funding, the “project/activity” is all public programs/services provided via the organization’s general operations across the entire grant period.
- It is acceptable to enter zero (0) if there is an item that is not applicable, such as a cultural institution that does not utilize “artists” in its programs/services or an organization that may only serve youth (and not adults).
- Do not round numbers (i.e. if answer is 1,293, enter 1,293 not 1,300)

## Required Data Responses

1. **Total number of Michigan artists** directly involved with providing artistic services in all MACC-funded projects/activities.
2. **Total paid to Michigan artists** directly involved with providing artistic services in all MACC-funded projects/activities.
3. **Total number of artists** directly involved with providing artistic services in all MACC-funded projects/activities (*this response should include the figure from Question #1 above*).
4. **Total paid to artists** directly involved with providing artistic services in all MACC-funded projects/activities (*this response should include the figure from Question #2 above*).
5. **Adults Engaged.** Enter the number of adults (18+) who directly engaged **in-person** with the MACC-funded projects/activities. This may include the individuals who prepared or presented the projects/activities as well as those that attended the projects/activities **in-person** or were otherwise involved. Include actual **in-person** audience numbers based on paid/free admissions or seats filled. Do **not** count those that participated through any online experience like webinars or broadcasts. Do not count individuals that were targeted by promotional efforts but did not attend (for instance, don't count all 1,200 individuals that received a mailing or email blast about the project/activity, only those that actually engaged in-person).
6. **Youth Engaged.** Enter the number of children/youth (0-18 years) who directly engaged **in-person** with the MACC-funded projects/activities. This may include the individuals who prepared or presented the projects/activities as well as those that attended the projects/activities **in-person** or were otherwise involved. Include actual **in-person** audience numbers based on paid/free admissions or seats filled. Do **not** count those that participated through any online experience like webinars or broadcasts. Do not count individuals that were targeted by promotional efforts but did not attend (for instance, don't count all 1,200 individuals that received a mailing or email blast about the project/activity, only those that actually engaged in-person).
7. **Population Benefited by Age (checkboxes)** - Select the categories that made up 25% or more of the population that directly benefited from all MACC-funded projects/activities, excluding broadcasts or online programming. Do **not** select all boxes.
8. **Population Benefited by Race / Ethnicity (checkboxes)** - Select the categories that made up 25% or more of the population that directly benefited from all MACC-funded projects/activities, excluding broadcasts or online programming. Do **not** select all boxes.
9. **Population Benefited by Distinct Groups (checkboxes)** - Select the categories that made up 25% or more of the population that directly benefited from all MACC-funded projects/activities, excluding broadcasts or online programming. Do **not** select all boxes.

To move on to the next tab, click "Save Draft" and then "NEXT" at the bottom of the screen.

## **TAB: “OPERATIONAL SUPPORT”**

(This tab will only appear if Operational Support funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Evaluate the overall success of the organization’s public art and culture programs/services that were supported by MACC Operational Support funding during the grant period and describe the impact of those programs/services on the communities served.”**
  - Suggested response length is 500 characters (max 1000 characters).
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one PDF upload proving the grantee provided public arts and cultural programs/services during the grant period. Examples may include photographs, links to videos, article/press coverage, website listing, flier, program booklet, testimonials of completed programs, etc.**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Operational Support funding on allowable expenses. The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Operational Support Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Operational Support Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Operational Support Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Operational Support allowable expenses.

<b>Operational Support - Allowable Expenses</b>	
•	<b><u>Administrative/Programming Fees</u></b>
✓	Salaries, wages, honoraria, arts/cultural residencies, internships
✓	In-state travel
✓	General supplies
✓	Technology software and maintenance costs
✓	Staff/board training
✓	Strategic planning
✓	Marketing expenses
✓	Production expenses
•	<b><u>Occupancy Fees</u></b>
✓	Facility rental
✓	Commercial mortgage payments (if facility is owned by applicant)
✓	Facility maintenance
✓	Utilities
•	<b><u>Research Expenses</u></b>
✓	Market research
✓	Visitor studies
✓	Audience research

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “PROJECT SUPPORT”**

(This tab will only appear if Project Support funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Evaluate the overall success of the completed project for which MACC Project Support funding was awarded and describe the impact of the project on the communities served.”**
  - Suggested response length is 500 characters (max 1000 characters)
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one PDF upload proving the awarded project was completed. Examples may include photographs, links to videos, article/press coverage, website listing, flier, program booklet, testimonials of completed programs, etc.**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Project Support funding on allowable expenses (must be directly related to the project for which funding was awarded). The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Project Support Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Project Support Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Project Support Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Project Support allowable expenses.

<b>Project Support - Allowable Expenses</b>
<ul style="list-style-type: none"><li>✓ Fees related to hiring artists and/or culture bearers such as wages, honoraria, and residencies</li><li>✓ In-state travel expenses including transportation of equipment and lodging for artists/culture bearers</li><li>✓ Staff time directly related to the project</li><li>✓ Production supplies</li><li>✓ Marketing expenses</li><li>✓ Fees related to renting a facility for the project</li></ul>

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB “FACILITY IMPROVEMENT/EQUIPMENT”**

(This tab will only appear if Facility Improvement/Equipment funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Detail the completed facility improvement project and/or equipment purchase for which MACC Facility Improvement/Equipment funding was awarded and describe the impact of the project/purchase on the communities that the organization serves. If applicable, include description of how the project/purchase increased accessibility and/or increased energy efficiency.”**
  - Suggested response length is 500 characters (max 1000 characters)
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one upload proving the project/purchase was completed. Proof may include photos of the project (before/during/after) or the purchased and installed equipment.**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Facility Improvement/Equipment funding on allowable expenses (must be directly related to the project/purchase for which funding was awarded). The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Facility Improvement/Equipment Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Facility Improvement/Equipment Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Facility Improvement/Equipment Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Facility Improvement/Equipment allowable expenses.

### **Facility Improvement & Equipment - Allowable Expenses**

- ✓ Expansion, renovation, or construction of applicant-owned cultural facilities
- ✓ Facility structure or system maintenance of applicant-owned cultural facilities
- ✓ Feasibility studies, architectural drawings/fees, and design fees
- ✓ Construction and project management costs
- ✓ Purchase of equipment directly related to the organization’s arts/cultural production

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “PROFESSIONAL/ORGANIZATIONAL DEVELOPMENT”**

(This tab will only appear if Professional/Organizational Development funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Describe the impact of the completed activities for which MACC Professional/Organizational Development funding was awarded. Include discussion of how the knowledge or training gained advances the arts/cultural goals of the individuals that participated and the organization overall.”**
  - Suggested response length is 500 characters (max 1000 characters)
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one upload proving the professional/organizational development activities took place. Examples may include a photograph of a staff member at a conference, the attendee’s name on a program, a receipt from conference registration, etc.”**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Professional/Organizational Development funding on allowable expenses (must be directly related to the activity for which funding was awarded). The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Professional/Organizational Development Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Professional/Organizational Development Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Professional/Organizational Development Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Professional/Organizational Development allowable expenses.

### **Professional/Organizational Development - Allowable Expenses**

- ✓ Registration fees directly related to an in-person or virtual professional development opportunity including conferences, training, or certification
- ✓ Consultant fees directly related to organizational development opportunities including strategic planning, coalition building, fundraising planning, needs assessment, grant writing, and board governance
- ✓ Travel (in **OR** out-of-state) including meals and lodging
- ✓ Materials directly related to the professional development opportunity

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “TRANSPORTATION”**

(This tab will only appear if Transportation funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Describe the arts/cultural event(s) for which MACC Transportation funding was utilized and describe the impact for the individuals that were transported.**
  - Suggested response length is 500 characters (max 1000 characters)
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one upload proving the event(s) were attended by the individuals for which transportation was arranged. Proof may include photos of the trip, a testimonial from a participant, transportation receipt, etc.”**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Transportation funding on allowable expenses (must be directly related to the activity for which funding was awarded). The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Transportation Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Transportation Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Transportation Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Transportation allowable expenses.

### **Transportation - Allowable Expenses**

- ✓ Costs associated with the contracting of a transportation agency that provides both a professional licensed driver and an insured transportation vehicle
- ✓ Costs associated with renting a transportation vehicle from a licensed vehicle rental agency (i.e. Avis, Enterprise, Hertz) in which the driver will be a member of the applicant organization that is properly licensed and authorized to drive the vehicle and transport individuals
- ✓ Fares (i.e. tickets) associated with securing public transportation travel arrangements such as bus, van, train, airplane, boat, ferry, or other modes of transportation
- ✓ Transportation costs associated with moving equipment from venue to venue (if directly required for the arts and cultural programming/services/activities to take place)

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “ARTS EDUCATION”**

(This tab will only appear if Arts Education funding was awarded)

- In the first field, provide a narrative response in the text box to the following prompt:
  - **“Evaluate the overall success of the completed program(s) for which MACC Arts Education funding was awarded and describe the impact of the project on the educational communities served.”**
  - Suggested response length is 500 characters (max 1000 characters)
- In the second field, add one or more PDF files in response to the following prompt:
  - **“Provide at least one PDF upload proving the awarded project was completed. Examples may include photographs, links to videos, article/press coverage, website listing, flier, program booklet, testimonials of completed programs, etc.**
  - At least one upload is required (additional uploads are not required but encouraged).
- In the third field, report on how the organization spent the MACC Arts Education funding on allowable expenses (must be directly related to the activity for which funding was awarded). The amount of MACC funds awarded in this category appears at the top of this tab: “MACC Arts Education Award: \$\_\_\_\_\_”. This is the amount the awardee must report on in this section.
  - Press ‘Open’ to open the Arts Education Expenses report, which will pop up in a new window.
  - Enter in approved expenses up to the “MACC Arts Education Award” amount.
  - **Do not report on the awardee’s 25% required cash match in this section.** The awardee will capture the 25% cash match requirement in a different tab of the Final Report.
  - See list below for a reminder of Arts Education allowable expenses.

### **Arts Education - Allowable Expenses**

- ✓ Fees related to hiring artists and/or culture bearers to enact arts and culture programming/services/activities in an educational setting
- ✓ Applicant organization staff time specifically devoted to the project
- ✓ Materials and consumable supplies related to the instructional component of the project (consumable meaning the student could take it home following use)

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “CASH MATCH”**

Grant awardees were required to generate a 25% cash match to awarded MACC grant funding and spend that 25% cash match on the project(s) for which awarding was funded during the grant period. If MACC funding was awarded in multiple categories (i.e. Project Support, Transportation, and Arts Education), the awardee had the option to allocate the 25% cash match to one awarded category or spread it out amongst multiple categories. Please consult the grant agreement for more information on the cash match requirement.

The amount of matching funds required is available at the top of this tab: “CASH MATCH AMOUNT: \$\_\_\_\_\_”. This is the amount that must be reported on within this tab.

The awardee first must declare the income source(s) from which the 25% cash match was generated and then provide a brief narrative description of how the cash match was spent on the awarded project(s).

**REVENUE:** In the first field, report on the income source(s) from which the organization generated its required 25% cash match.

- Press “Open” to open the Cash Match Income report, which will pop up in a new window.
- Enter income sources up to the “MATCHING FUNDS REQUIRED” amount.
- The awardee might declare one source of income for the entire 25% match, or it might be spread across multiple income sources.
- Common income sources include, but are not limited to: ticket sales, program tuition, sponsorships, private donations, and applicant cash (cash from organization savings).
- **Do not enter income beyond the 25% cash match (MACC does not need to see your entire organization budget).**
- State funds may not be used as matching funds.

**Example 1 – REVENUE:** Awardee was required to generate \$2,500 in Matching Funds and generated it from a single income source (ticket sales/admissions) during the grant period.

Revenue - Earned	
	Dollar Amount
Ticket sales/Admissions	\$2,500

**Example 2 – REVENUE:** Awardee was required to generate \$4,750 in Matching Funds and generated it from three different income sources (private donations, a local foundation grant, and applicant cash (cash from the organization’s savings)) during the grant period.

Revenue - Unearned (Corporate, Foundation, Private Support)	
	Dollar Amount
Foundation Support (list the Foundation names)	
ABC Foundation	\$1,250
	\$0
	\$0
Private Support	\$1,000
<b>Total Revenue Unearned Corporate, Foundation, and Private Support</b>	<b>\$2,250</b>
Revenue - Other Unearned Revenue	
	Dollar Amount
Applicant Cash	\$2,500
Sales	\$0
<b>Total Other Unearned Revenue</b>	<b>\$2,500</b>

When finished entering income sources, ensure “Total Cash Match” at bottom equals “CASH MATCH AMOUNT” before moving on. Upon submission of the Final Report, an error message will appear if the amounts do not match. This must be amended so that the Final Report can be submitted.

**CASH MATCH EXPENDITURES:** In the second field, provide a brief narrative description of how the cash match was spent on the awarded project(s).

MACC does not need to see a line-item report of the cash match expenditures but does require written verification that the cash match was expended on the project(s) for which MACC funding was awarded. The awardee should retain relevant documentation/receipts for all expenditures as set forth in the grant agreement.

- Suggested response length is 1-5 sentences.

**Example 1 - Cash Match Expenditures Response:** Awardee has a \$2,000 cash match requirement and allocated the entire amount to its Operational Support awarded category.

“Our organization spent the entire \$2,000 cash match in the Operational Support category on partial staff salaries benefiting both our Operations Manager and Executive Director.”

**Example 2 - Cash Match Expenditures Response:** Awardee has a \$4,000 cash match requirement and allocated it to multiple awarded categories (Project Support and Facility Improvement/Equipment).

“Our organization spent the cash match over both awarded categories. Half of the cash match was spent on our mural project under the Project Support category. Specifically, \$1,500 was spent on artist stipends and in-state travel expenses and \$500 on art supplies. The other half of the cash match was spent on our Facility Improvement project. Specifically, \$2,000 was spent on materials for the completed roof repair.”

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

## **TAB: “ACKNOWLEDGEMENTS”**

Awardees are required to upload at least one example (PDF only) showing the organization enacted proper funder recognition during the grant period. Please view the grant agreement for more information on the recognition requirement.

- **MACC Mission Support awardees** must recognize both Michigan Arts and Culture Council (MACC) and the National Endowment for the Arts (NEA) for its award. Mission Support awards are built from both State of Michigan and federal (NEA) funding sources.
- **MACC Experience Support awardees** need only recognize MACC for its award. Experience Support awards are built solely from State of Michigan funding sources.

In the upload space provided, upload at least one example (PDF only) proving the organization enacted proper funder recognition during the grant period (according to the applicable bullet point above). Additional uploads are not required but encouraged.

The most common way to fulfill this requirement is to show that the awardee utilized the MACC/NEA logos on its promotional materials for which grant funding was awarded. The example(s) must show utilization of both the current MACC and NEA logos. Common examples of this include:

- Screenshot of the logo(s) on the organization’s website in the funder acknowledgement section
- Copy of printed promotional materials containing the logo(s) like a flier, mailing, poster, program booklet

- Copy of digital materials containing the logo(s) like a digital advertisement, link to article/video, or a screenshot of a social media post acknowledging the grant award
- Picture of the logo(s) at your venue such as on posters, window clings, or banners.
- A video clip of organization staff verbally thanking MACC/NEA at a public event (such as a pre-concert speech)

**If submitting logo acknowledgement, please ensure the examples uploaded utilize current logo versions (as shown below).** The Final Report will not be approved if organization has uploaded examples indicating it is using old versions of either logo.

**Current logos (as of FY25):**



Links to other MACC logo sizes and formats:  
<https://www.michiganbusiness.org/industries/macc/macc-grantee-requirements/>

Links to other NEA logo sizes and formats:  
<https://www.arts.gov/grants/manage-your-award/nea-logo>

To move on to the next tab, click “Save Draft” and then “NEXT” at the bottom of the screen.

**TAB: “CERTIFICATION”**

There is no action required in this tab. When the awardee is finished with the next step (Step 3), a PDF copy of the signed Final Report Certification will show up in this tab. If this tab is blank (no file present), it means the awardee has not yet submitted and should proceed to steps 3 and 4 to do so.

## **Step 3: Send Final Report Certification for Two Signatures**

To complete the Final Report, awardees are required to send a Final Report Certification for electronic signature to the organization's current Project Director AND Authorizing Official. The electronic signature process is completed via DocuSign\*. Signatures will ONLY be accepted via the DocuSign process. MACC cannot accept an emailed signed document or image of the signed document.

\*DocuSign is an online electronic signature service that will allow users to sign and return documents to the MACC SmartSimple grant portal. The signer does not need a DocuSign account OR access to the SmartSimple portal to sign and submit the document. An email notification from "MACC DocuSign" will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. The awardee will not need to download, scan, physically sign, or upload anything; it will be done automatically.

1. Please ensure the Project Director and Authorizing Official are current and correct. If not, a Grant Change form must be submitted and processed before you can submit the Final Report (refer back to Step 1).
2. Select "Submit" at bottom of any tab in the Final Report to submit Final Report. This will send the Final Report Certification first to the Project Director for electronic signature. Be sure to check junk/spam folder.
3. After the Project Director signs, the Final Report Certification will automatically go to the Authorizing Official via DocuSign email. Be sure to check junk/spam folder.
4. When the Authorizing Official completes signature, the Final Report Certification (containing both signatures) will automatically be uploaded back into SmartSimple. The Final Report is now fully submitted.

**As a reminder, the Final Report is not complete until both signatures have been obtained on the Final Report certification, and this must happen before the deadline (Thursday, October 30, 2025, 11:59PM ET).** Utilize Step 4 below to confirm if the report has been submitted properly.

The Final Report must be submitted and both applicable electronic signatures affixed to the Final Report Certification prior to the deadline. If the Final Report is initially submitted on October 30 but the collection of both signatures isn't completed until November 3 (for instance), the Final Report is considered late.

According to the MACC FY25 Grant Agreement, **failure to submit Final Report on time may result in repayment of the award to the State of Michigan and/or disqualification of future MACC grant awards for a period of up to three (3) years.** Please consult grant agreement for more information.

Awardees are encouraged to begin the Final Report submission process well before the deadline to avoid unforeseen circumstances that may affect timely submission of the report prior to the deadline.

## **Step 4: Confirm Proper Submission Prior to Deadline**

Once the Final Report Certification has been signed by both personnel (Step 3), the Final Report is submitted. Prior to the deadline, awardees are encouraged to double-check that the Final Report Certification was properly signed and that the Final Report is in the correct status for review.

- **Log in to SmartSimple and click the “Reports” tab in the upper right corner. Check the status of the report under “My Reports”:**
  - If the Final Report is present under the “Due” tab, the Final Report is still in the draft stage and has not yet been submitted for Final Report Certification. Continue to work on the Final Report (go back to Step 2) and then start the Final Report Certification step (go back to Step 3).
  - If the Final Report is present under the “Submitted” tab and the “Status” is “Under Review”, the Final Report has been properly submitted and is awaiting MACC review.
  - If the Final Report has been submitted but isn’t showing up in either the “Due” or “Submitted” tab, it is likely that both signatures have not been collected on the Final Report certification (the Final Report temporarily ‘disappears’ when moving from the “Due” to “Submitted” tab while the DocuSign signatures are being collected). Refer to Step 3 to complete that process. The Project Director may need to call the Authorizing Official reminding them to sign (or vice-versa). After signatures are collected, the Final Report should appear in the “Submitted” tab with the Status “Under Review”.

Under Review does not equate to the Final Report being “approved” by MACC. The Final Report will first undergo a finance and compliance review to check financials and Final Report Certification. If there are any questions or corrections, the Final Report will be “Sent Back” for corrections. An email notification will be sent to the Project Director and the Authorizing Official from the SmartSimple system regarding the necessary corrections (see below steps for how to correct a Final Report that has been “Sent Back”).

Once the report is approved by finance and compliance, the report will go to the Program Manager noted on the grant record for content review. The same process will occur if there are any questions or corrections needed.

Once those changes are made and the Program Manager has signed off, the Final Report will be reviewed by the MACC’s Director. Once the Director signs off, the Final Report will be approved and the grant record Closed. When the Final Report is fully approved by MACC, the Project Director and Authorizing Official will receive an email notification.

- **To correct a Final Report that has been “SENT BACK”:**
  - Log in to SmartSimple and click the “Reports” tab in the upper right corner.
  - Under “My Reports”, navigate to the “SENT BACK” tab and open the report.
  - Refer back to the SmartSimple email received for the list of corrections needed and to Step 2 of these Final Report Instructions for additional walkthrough.
  - When finished with corrections, press “Submit” at the bottom of the report. The awardee is required to obtain new signatures on the Final Report Certification. A fresh Certification will be sent via DocuSign (back to Step 3).
  - Once the new Final Report Certification is signed again by the Project Director and Authorizing Official, MACC will review the corrected Final Report.

## **Final Report Assistance**

MACC Staff is available to assist with questions about the Final Report. Please contact the Program Manager assigned to your award which is found in your SmartSimple grant record. If you are uncertain, refer to the MACC staff directory here: <https://www.michiganbusiness.org/industries/macc/about-macc/>.