Grant Report Orientation

September 28, 2021

Agenda

Which Grant did you Receive?

Interim or Final?

Budget Reporting

Supporting Documents

Due Dates

Individual
Arts and Humanities Fellowship Program (AHFP)
Projects, Events, or Festivals: (PEF(i))
Recovery and Relief Fund (RRF)*

Organizational
General Operating Support (GOS)

Project-Based
Arts/Humanities Education Project (AHEP)
East of the River (EOR)
Facilities and Buildings- Traditional (FAB-T)
Facilities and Buildings - Relief (FAB-R)*
Projects, Events, or Festivals (PEF(o))

*only in Fiscal Year 2021

Individual Grants: AHFP, RRF (Non-project-based)

AHFP Report Due: October 29, 2021   **RRF Report Due: November 12, 2021**

1. Answer the **narrative questions** in the grant portal. We want to hear from you about your experiences this past year, your triumphs and challenges. It also helps us improve the grants process

2. A Statement of Self-Payment: DOES NOT NEED TO BE NOTARIZED

3. Please save & upload your Statement of Self-Payment in PDF file format

Statement of Self Payment for Individual Grants

Name: Claude Artisedia

Address: 1234 Zee St. SW Washington DC 20000

Date: October 1, 2021

Grant Program: FY21 AHFP or FY21 RRF

Service Dates: Oct. 1, 2020 - Sept. 30, 2021

Statement: *"Funds used to sustain my work as an artist in the District of Columbia"*

Inked Signature:

PDF

Scan & Save as a PDF
Upload to the CAH grant portal

FY22 Budget Revision Form (Attachment C)		
Grantee (Organization/Individual)		
Grant # (Upper corner of Grant Agreement (P.1)	AHFP-(grant number)	
Grant Amount		
Authorized Signatory	SIGN HERE	
Date		
CAH Award		
	Total:	
Budget Line Item Allocations		**CAH**
	Administrative Personnel	
	Arts & Humanities Personnel	
	Fabrication and Installation	
	Marketing Expenses	
	Materials Supplies & Equipment	
	Mortgage or Rent & Utilities	
	Other (explain below)	
	Travel & Transportation	
	Totals:	$ -
Other (if applicable)		**CAH**
	Totals:	$ -

AHFP Budget Form

Enter your information in the highlighted cells

Grant number and $ amount are on
Page 1 of your Grant Agreement

Quick Quiz - drop your answer in the chat!

1. True or False: AHFP and RRF grants require a Statement of Self-Payment

   1. True

1. True or False: The Statement of Self Payment requires a Notary's Seal

   2. False

Questions?

Concerns?

Those with AHFP and RRF grants may choose to leave us at this point.

Thank you for attending today!

Next up - organizational and project-based grants

Organizational & Project-based Grant Reports

- **Interim & Final Reports:** If your award was $10,000 or under, you will only have one report

- **Narrative Form:** We want to hear from you about your experiences this past year, your triumphs and challenges. Your input helps us improve the grants process
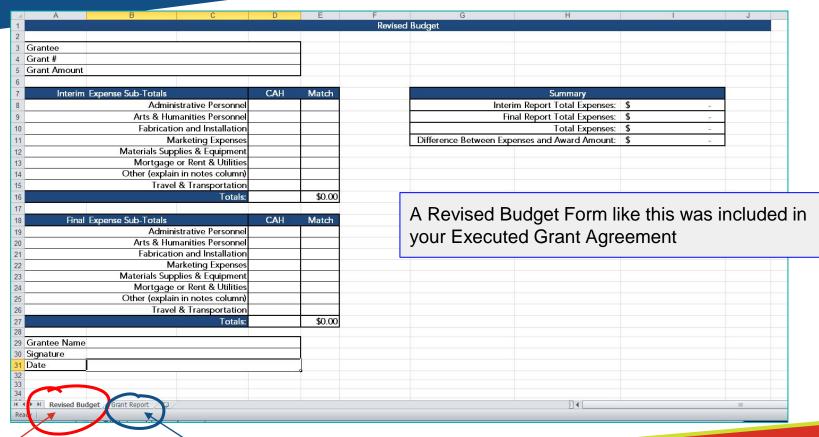
Organizational & Project-based Grant Reports

- Budget Form: a two-tab Excel spreadsheet
  - Tab One was submitted at the start of the grant
  - Tab Two is used for your interim report and for your final report

A Revised Budget Form like this was included in your Executed Grant Agreement

Grantee			Grantee Name	
Grant #			Signature	
Grant Amount			Date	

Interim Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$0.00	$0.00
Arts & Humanities Personnel	$0.00	$0.00
Fabrication & Installation	$0.00	$0.00
Marketing Expenses	$0.00	$0.00
Materials Supplies & Equipment	$0.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$0.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$0.00	$0.00

Summary	
Interim Report Total Expenses Reported:	$ –
Final Report Total Expenses Reported:	$ 100.00
Total Expenses Reported:	$ 100.00
Difference Between Expenses and Award Amount:	$ 100.00

Final Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$0.00	$0.00
Arts & Humanities Personnel	$0.00	$0.00
Fabrication & Installation	$0.00	$0.00
Marketing Expenses	$0.00	$0.00
Materials Supplies & Equipment	$0.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$100.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$100.00	$0.00

Tab #2 - Grant Report for Interim and Final

Report Type	Attachment Reference #	Date of Expenditure	Vendor	Item	Amount Paid	CAH or Match	Payment Source	Category	Notes
Final	1	7/3/2021			$ 100.00	CAH		Other	

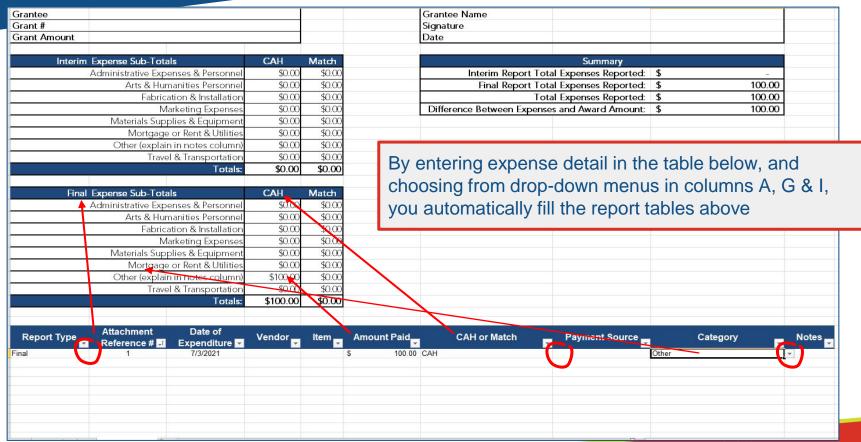# Organizational Grants

Reporting Expenses

- Final report expenses are from the second half of the fiscal year

- Please provide *documentation* and *proof* of expenditure

    Payroll expenses:
    - A 3rd party payroll company report (ADP, other) OR
    - Internal payroll journal + 3rd party proof of payment (cancelled checks or a bank statement with ACH transactions)

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Grantee	
Grant #	
Grant Amount	

Grantee Name	
Signature	
Date	

Interim Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$0.00	$0.00
Arts & Humanities Personnel	$0.00	$0.00
Fabrication & Installation	$0.00	$0.00
Marketing Expenses	$0.00	$0.00
Materials Supplies & Equipment	$0.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$0.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$0.00	$0.00

Summary		
Interim Report Total Expenses Reported:	$	–
Final Report Total Expenses Reported:	$	100.00
Total Expenses Reported:	$	100.00
Difference Between Expenses and Award Amount:	$	100.00

Final Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$0.00	$0.00
Arts & Humanities Personnel	$0.00	$0.00
Fabrication & Installation	$0.00	$0.00
Marketing Expenses	$0.00	$0.00
Materials Supplies & Equipment	$0.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$100.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$100.00	$0.00

> By entering expense detail in the table below, and choosing from drop-down menus in columns A, G & I, you automatically fill the report tables above

Report Type	Attachment Reference #	Date of Expenditure	Vendor	Item	Amount Paid	CAH or Match	Payment Source	Category	Notes
Final	1	7/3/2021			$ 100.00	CAH			Other	

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CAH GRANT BUDGET FORM

Grantee	ACME Art House					**Grantee Name**	W. E. Coyote		
Grant #	GOS-12345					**Signature**			
Grant Amount	$100,000.00					**Date**	10/2/2021		

Interim Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$10,000.00	$0.00
Arts & Humanities Personnel	$0.00	$0.00
Fabrication & Installation	$0.00	$0.00
Marketing Expenses	$25,000.00	$0.00
Materials Supplies & Equipment	$1,500.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$0.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$36,500.00	$0.00

Summary		
Interim Report Total Expenses Reported:	$	36,500.00
Final Report Total Expenses Reported:	$	63,500.00
Total Expenses Reported:	$	100,000.00
Difference Between Expenses and Award Amount:	$	–

SAMPLE

Final Expense Sub-Totals	CAH	Match
Administrative Expenses & Personnel	$0.00	$0.00
Arts & Humanities Personnel	$38,500.00	$0.00
Fabrication & Installation	$25,000.00	$0.00
Marketing Expenses	$0.00	$0.00
Materials Supplies & Equipment	$0.00	$0.00
Mortgage or Rent & Utilities	$0.00	$0.00
Other (explain in notes column)	$0.00	$0.00
Travel & Transportation	$0.00	$0.00
Totals:	$63,500.00	$0.00

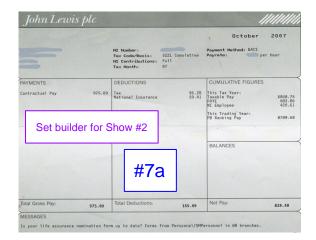| Report Type	Attachment Reference #	Date of Expenditure	Vendor	Item	Amount Paid	CAH or Match	Payment Source	Category	Notes
Interim	1	10/11/2020	Wabit Anvils		$ 500.00	CAH			Materials Supplies & Equipment	
Interim	2	11/17/2020	Sherman Paint		$ 1,000.00	CAH			Materials Supplies & Equipment	
Interim	3	12/30/2020	ADP		$ 10,000.00	CAH			Administrative Expenses & Personnel	
Interim	4	1/15/2021	Facebook		$ 25,000.00	CAH			Marketing Expenses	
Final	5	2/9/2021	RR Fabrication		$ 25,000.00	CAH			Fabrication & Installation	
Final	6	3/15/2021	ADP		$ 38,500.00	CAH			Arts & Humanities Personnel	

Support document tips:

PDF
Attachment Number
Annotate
Redact where necessary

Food and beverages are not allowable expenses

Internally produced payroll documentation ✚ Third Party confirmation of payment

OR

Support document tips:

PDF
Attachment Number
Annotate
Redact where necessary

Allowable vs. Unallowable Costs

Allowable Costs

- Salaries for arts/humanities personnel for Non-profit Organizations (not to exceed 35% for project-based grant)

- Artist and Curator Fees

- Teaching artists/consultants

- Travel/transport directly related to project implementation

- Materials, supplies, equipment directly related to the work of the organization

- Fabrication/installation costs

- Overhead/Maintenance/Administrative costs (not to exceed 35% of a project grant)

- Space Rental/Fees

- Certain insurance costs

Unallowable Costs

- Food/Beverage

- Tuition/Scholarships

- Fiscal Agent costs

- Sub-granting or regranting

- Fundraisers/Special Events

- Expenses unrelated to the project or organization's scope of work

- Funding to universities, foreign governments, DC government agencies (including DCPS)

- Deadline Extensions

  - If you need one, ask your grant manager before the deadline

- File Format for Uploads to the CAH Grant Portal

  - Budget Document: save & upload in the Excel document format

  - All other support materials, please use the PDF file format

Facilities and Buildings: Traditional and Relief (FAB-T, FAB-R)

Please use the budget form you set up and submitted at the start of the grant. The second tab on the excel sheet is set up with drop-down menus and formulas to simplify your reporting

FAB-R

Simply mortgage or rent payments not included in the interim report, from the second half of fiscal year

FAB-T

Expenses match the budget in your approved grant agreement. This grant requires a match if award is over $100K

Documentation of expenses

- ○ Mortgage or rent bill/invoice
- ○ Proof of payment (copy of check, bank statement with ACH transfer)

FY 2021 Programs Due Dates:

Arts & Humanities Fellowship Program	10/29/21
Arts/Humanities Education Project (AHEP)	10/15/21
East of the River (EOR)	10/15/21
Facilities and Buildings-Traditional (FAB-T)	12/31/21
Facilities and Buildings - Relief (FAB-R)	10/15/21
General Operating Support (GOS)	10/29/21
GOS NCAC	10/15/21
Projects, Events & Festivals (PEFi)	10/15/21
Projects, Events & Festivals (PEFo)	10/15/21
Recovery and Relief (RRF)	11/12/21

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Questions?

Concerns?

Thank you for attending today!

A recording of this workshop: https://bit.ly/CAHGrantsReportsWorkshop

The following slides include
questions and answers that came up
in the Chat during the workshop

Questions from the CHAT

Last year I seem to remember submitting a spreadsheet/budget document with the letter – that's no longer required for AHFP?

It is required. It's in the grants portal, downloadable as an Excel spreadsheet.

What is the EOR Grant? AHFP or RRF or neither?

The East of the River (EOR) grant is an organizational, project-based grant and not connected with AHFP or RRF.

Can you save your report in stages or does it all have to be entered in and sent at once? Concerned with making sure there aren't too many characters etc. Best to write everything and paste it in?

You can enter it in stages. Some people work in a Word document first and then copy and paste in the portal. Remember to click "Save" and then "Submit", so you can see what you've entered. You will hit a final "Submit" button when you are ready to submit the final version to CAH.

Is there a sample completed budget form we can access?

We included samples in the uploaded slide deck

Just to be clear, because RRF and AHFP was designed as "non-project-based," the questions related to XXX users benefitting from activities does not have to be filled in or 0, correct?

Questions from the CHAT

If we submitted expenses and documentation for the full amount of the original award in the interim report, can we just submit documentation for the enhancement amount in the final report, or do we need to submit expenses for half of the original amount that occurred in the second half of the fiscal year?

If your interim report included expenses for the total of the original grant award, you can submit a final report for just the enhancement dollars. If you did not receive an enhancement and reported out on the entire grant award by the interim report, then a one-page document stating "all grant expenses were reported in the interim report", will suffice.

Please explain the CAH column and the Match Column. What goes in each column?

In FY21, only FAB-T grants over $100K require a Match. We waived match requirements for all other grants.

Should the grant amount be inclusive of an enhancement amount if our organization received one?

Yes, your report should include any enhancement funds. For example: suppose you received an $8,000 grant and a $2,000 enhancement. You reported on $4,000 in expenses in your interim report. For your final report, you need to show expenses for the balance of your award (4,000) plus your enhancement ($2,000) for a total report of $6,000.

For reporting payroll coverage, should we add the overall funds used per employee with the last date paid listed as the date of expenditure?

Yes, you can report the gross payroll expenditure, including your costs for benefits.

Questions from the CHAT

Do you want to see the interim expenses and the final expenses all on the same report, or are we only reporting the second half of the award?

We recommend you add to the spreadsheet you used for your interim report to help you better track expenses.

Do you have to enter every single receipt in the drop down?

Yes, if you are submitting an expense, the supporting receipt needs to be recorded.

How does the vendor drop down menu work?

There is no dropdown menu in the Vendor Column. You can type in a Vendor name

What if your budget is larger than the grant? Do you record all of the expenses for the whole budget, or just up to the grant amount?

You need only report expenses for the amount of the grant.

When is the final report due?

See the list of programs on slide 21

Questions from the CHAT

Does everything that doesn't have a Category go into "other"?

Yes

Should we assign our own numbers to the receipts and payments? Or should it be based on check number?

Assign your own numbers to reference the support documents; you can put check numbers in the Notes column if you want

The grant agreement also lists a required "written confirmation of project completion"- why is this separate from the report? Does the report not confirm completion of the project?

You can include the confirmation of project completion in the Narrative portion of the grant report

Is this spreadsheet for individual grantees as well?

See slide 6 for a sample spreadsheet for individual grantees in AHFP and RRF.

Questions from the CHAT

We paid some of our artists with CASH app. What kind of back up needed?

It depends on the documentation the money transfer app provides. Contact your grant manager for assistance

Just to confirm, instead of listing each month salary, we can put a total for the individual as a single line item?

 Yes- just make sure that the way your record the expenses and the support documentation matches. Allocations of staff time should be tracked by hour, rather than a gross figure.

Do FAB-R enhancements have to be used only for rent, as in the original grant?

Yes. The FAB-R allowed applicants to request up to 50% of their rent or mortgage expenses, so enhancements can be used to cover part of the other 50%

When will FAB final reports be in the portal?

In the next few weeks. There is an extension, and your grant manager will alert you when they are ready

If I needed to purchase water in bulk to clean paint brushes on location, can I report this even though it's a beverage?

It would be helpful if you note on that receipt how the water was used.

Questions from the CHAT

Did I read correctly that you want Excel for budget and PDF for receipts? You can only upload one document - zip file?

Please do not upload zip files. You can upload more than one document.

If we used up all our FAB-R funds by the interim report, should we re-submit the same spreadsheet and proof of expenses for the final report?

If your interim report included expenses for your total grant amount, you can submit a one-page document stating this, "all grant expenses reported in the interim report"

Is there a file size limit? My scanner only scans up to 50 sheets. I will probably have over 50 sheets. What do I do? I'll have to do 2 PDFs

You can upload more than one document. If you have any problems, contact your grant manager for assistance

Do you still need the backup PDF documents as well if you submitted those in the interim report the grant it entirely spent?

No, if your interim report included expenses for your total grant amount, you can submit a one-page document stating this, "all grant expenses reported in the interim report"

Questions from the CHAT

Funds have not even been disbursed for Recovery and Relief grants - how can we turn in a report by November?

Funds for the RRF will be disbursed by November. The report is simple and does not require proof of how you spent the funds, only the signed statement and budget report.

I'm still unclear on the "written confirmation" requirement - how detailed does this confirmation need to be? Can it just be a quick email stating basically, "we have completed this project," or does it have to report on specific activities?

You can include the confirmation of project completion in the Narrative portion of the grant report. We are interested in hearing about your work, so feel free to include details, your successes and challenges.

Do we need to distinguish between expenses that are for the enhancement vs original grant amount?

No

Should the 'grant amount' be inclusive of an enhancement amount if our organization received one?

Yes, you should report on any enhancement funds in the final report. For example, of you received a $8,000 grant and a $2,000 enhancement. Say you reported on $4,000 in expenses in your interim report. For your final report, you need to show expenses for the balance of your award (4,000) plus your enhancement ($2,000) for a total report of $6,000.

Questions from the CHAT

There will probably checks distributed dated before Sept. 30 but the people may not have cashed them before Sept. 30. Do I notate that I don't have the cancelled check yet?

As long as you write or disburse the payment within the grant period (October 1, 2020 – September 30, 2021)> It does not matter when the payee cashes the check.

We received a report reminder saying GOS report was due on 10/15. Has it been pushed back to 10/29?

GOS reports for the National Capitol Arts Cohort (NCAC) are due on 10/15. All other GOS reports are due 10/29

If we have missed a monthly report, is it too late to ask for an extension on that report? Or should we just submit the final report?

If you missed your interim report, contact your grant manager.