



# FY23-24 Final Report Guide

For North Carolina Arts Council Grantees

## Introduction

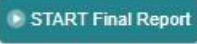

The purpose of this guide is to help you complete your FY23-24 Final Report for grants from the North Carolina Arts Council. We strongly recommend that you print out this guide or have it up on another screen while you work through the final report questions. This guide includes tips, descriptions, and additional details that will help make this report easier to complete. It follows the questions in the order they appear on the final report. Note that some reports may not include all sections.



**Final Reports and signed Certifications are due by: July 31, 2024 @ 11:59 PM**

<b>Getting Started with your Final Report</b> .....	2
<b>Contact Information</b> .....	2
<b>Federal Reporting Information</b> .....	2
<b>Narrative</b> .....	8
<b>Multicultural Programs</b> .....	9
<b>Expenses</b> .....	9
<b>Income</b> .....	10
<b>Subgrant Data Collection</b> .....	11
<b>Activity Locations</b> .....	12
<b>Support Materials</b> .....	12
<b>Uploads</b> .....	13
<b>Certification</b> .....	14
<b>Submission Page</b> .....	14
<b>What happens next?</b> .....	15
<b>Need more help?</b> .....	15

## Getting Started with your Final Report

- Log into the grants portal (<https://ncarts.gosmart.org>).
- Make sure your profile information is up to date.
- Navigate to the final report you'd like to work on in the Grant Applications and Forms section. You may have to scroll down to get to the correct grant category and year.
  - o To start work on the final report, click the START Final Report button, which looks like this: 
  - o If you've saved your final report and need to resume working on it, the button will look like this: 
- The final report opens with a menu on the left, with sections to be completed. The menu varies depending on the category of your grant. This guide discusses how to approach all sections for all grants categories. If a section isn't included in the menu you see, then it is not required for that particular grant. The sections include:
  - o Contact Information
  - o Federal Reporting Information
  - o Narrative
  - o Multicultural programs
  - o Organizational Expenses or Project Expenses
  - o Organizational Income or Project Income
  - o Subgrant Data Collection
  - o Activity Locations
  - o Support Materials
  - o Uploads
  - o Certification

## Contact Information

Please enter the name of the person completing the report, along with their title, email address, and phone number. This way, we can reach out to the correct person if there are questions about the report.

## Federal Reporting Information

The answers to questions in this section are submitted to the National Endowment for the Arts.

### Profile Data

This information is pulled from your organization's profile in the grants portal. If you notice incorrect information here, please update your profile with the correct information.

### Demographics

Select the project discipline: Choose the discipline that best describes the discipline of the funded activities. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

- Dance: Includes ballet, jazz, ethnic/folk-inspired, and modern; do not include mime. See Theater for mime.
- Music: Includes band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.
- Opera/Musical Theater: Includes opera and musical theater.
- Theater: Includes theater general, mime, puppet, theatre for young audiences, and storytelling as performance.
- Visual Arts: Includes experimental, graphics, painting, and sculpture.
- Design Arts: Includes architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- Crafts: Includes clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.
- Photography: Includes holography.
- Media Arts: Includes film, audio, video, and work created using technology or experimental digital media.
- Literature: Includes fiction, nonfiction, playwriting, and poetry.
- Interdisciplinary: Pertaining to art forms/artworks that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Includes performance art. Do not include Multidisciplinary work, described below in multidisciplinary definition.
- Folklife/Traditional Arts: Pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. TIP: Do not include folk-inspired forms. For example, interpretations of ethnic/folk dance or music by artists outside of the particular ethnic/folk tradition should be dance or music respectively.
- Humanities: Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. Includes cultural anthropology, sociology, political theory, international relations, etc.
- Multidisciplinary: Pertains to grants (including general operating support) that include activities in more than one of the other disciplines; use this to describe only those grants in which most activities cannot be attributed to one discipline. If most supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include interdisciplinary activities or events; see Interdisciplinary.
- Non-arts/Non-humanities: Use this for projects that do not have the arts as their primary mission (e.g., social service organizations, civic groups, technical consultants, or banks).

Select the Activity Type: Choose the activity that best describes **how** funds were used. Only one activity can be selected.

- Acquisition: Expenses for additions to a collection.
- Apprenticeship/Internship
- Arts Instruction: Includes lessons, classes, and other means used to teach knowledge of and/or skills in the arts.
- Artwork Creation: Creation of a work of art includes commissions.
- Audience Services: Includes activities like ticket subsidies, busing senior citizens to an arts event, etc.
- Broadcasting: Includes broadcasts via television, cable, radio, the web, or other digital networks.
- Building Public Awareness: Activities designed to increase public understanding of the arts or to build public support for the arts.
- Concert/Performance/Reading: Includes production development.
- Curriculum Development/Implementation: Includes the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.
- Distribution of Art: Such as films, books, or prints.
- Equipment Purchase/Lease/Rental
- Exhibition: Includes visual arts, film, video, and exhibition development.
- Facility Construction, Maintenance, Renovation: TIP: Design is Artwork Creation.
- Fair/Festival
- Fellowships: To individuals.
- Identification/Documentation: For archival, educational, and other purposes.
- Marketing: All costs for marketing/publicity/promotion specifically identified with the project.
- Organization Support: General operational support. *This activity type is best suited for grants categorized as Grassroots, ARPA Grassroots, State Arts Resources, Statewide Service Organizations, and Organization Support.*
- Organization Establishment: For creation or development of a new institution/organization.

- Other Residency: Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
- Professional Development/Training: Activities enhancing career advancement.
- Professional Support - Administrative
- Professional Support - Artistic
- Public Art/Percent for Art
- Publication: Such as manuals, books.
- Recording/Filming/Taping: Do not include creating art works or identification/documentation for archival or educational purposes; see Artwork Creation or Identification/Documentation.
- Regranting: *Grassroots, ARPA Grassroots, and Artist Support Grant for Lead Partners may choose this category if appropriate.*
- Repair/Restoration/Conservation
- Research/Planning: Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- School Residency: Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.
- Seminar/Conference
- Stabilization/Endowment/Challenge: Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.
- Student Assessment: The measurement of student progress toward learning objectives. Not to be used for program evaluation.
- Technical Assistance: With technical/administrative functions.
- Translation
- Website/Internet Development: Includes the creation or expansion of existing websites (or sections of websites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
- Writing about Art: Includes criticism.
- None of the above

Select the percentage of funded activities that are arts education: Use this field to designate certain projects as arts education, according to the following definition. *Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.* Choose the option which best describes the funded activities, using the definition of arts education as stated above. Grants not fitting that definition should choose None.

- 
- 50% or more of the funded activities are arts education  
Less than 50% of the funded activities are arts education
- None of this project involves arts education

Enter the total number of adults engaged in person: Number of adults (ages 18 and over) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media.

While we acknowledge that virtual programming may be a part of funded projects, the NEA does not wish to count those participants, for statistical purposes. However, you can discuss virtual programming in your narrative.

Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Do not double-count repeat attendees, when feasible.

Enter the total number of children/youths engaged in person: Number of children/youths (under age 18) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media.

While we acknowledge that virtual programming may be a part of funded projects, the NEA does not wish to count those participants, for statistical purposes. However, you can discuss virtual programming in your narrative.

Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Do not double-count repeat attendees, when feasible.

Enter the number of artists that are directly involved: Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services, enter 0.

Select all races/ethnicities that make up the population, 25% or more, that benefit from the award: Select all categories that, in your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

- Asian
- Black/African American

- 
- Hispanic/Latino  
American Indian/Alaska Native
- Native Hawaiian/Pacific Islander
- White
- No single race/ethnic group listed above made up more than 25% of the population directly benefited

Select all age ranges that make up the population, 25% or more, that benefit from the award:

Select all categories that, in your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No single age group listed above made up more than 25% of the population directly benefited

Select all distinct groups that make up the population, 25% or more, that benefit from the

award: Select all categories that, in your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

- Individuals with Disabilities
- Individuals in Institutions
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No single distinct group listed above made up more than 25% of the population directly benefited

## Financial

Awarded amount: This is the amount of your grant award from us. This number will automatically populate on your final report form.

Amount spent: Enter the amount of the grant award that you spent on the project. Do not include matching or other funds in this number.



If you discover unspent funds, call your Program Director immediately to determine if funds can be reallocated or if they need to be returned.

## Narrative

The narrative section of the report asks 2-4 questions related to your grant. Questions vary per grant type and emphasize how and why funds were used, how artists/the community benefitted, and the success of the project.



We recommend you work on your answers to these questions in a text editor such as Word or Google Docs, then copy and paste your answer into your final report. This way, you won't "lose" your answer if the grants portal or your computer encounters an error.

In-kind contributions are also included in this section. In-kind contributions refer to the donations of things such as labor, space, services, and supplies that typically have associated costs but are not directly paid for by the applicant. They serve as valuable evidence of community support for a project. Examples of in-kind contributions:

- A print shop donating the printing of a poster
- A venue waiving the rental fee for rehearsal time
- The staff time or any expense incurred by a partner organization that is involved in the project but who is not the applicant

Provide an estimate for the total dollar value of these services, and briefly describe them. If there are none, enter 0.



## Multicultural Programs

**Grantees who received Grassroots and Special Appropriation (ARPA) Grassroots grants will see this section in their final report and must complete it. This question doesn't pertain to any other grant types.**

In this area, list multicultural programs for Grassroots and Special Appropriation (ARPA) Grassroots grants. List your multicultural artists/organizations, followed by their indicated race. Then in the second column, indicate the amount spent for that artist/organization. We would expect the Grand Total here to meet or exceed the minimum multicultural requirement as indicated in your grant contract.

## Expenses

Expenses refer to the total dollar amount spent to support the organization/project, including grant funds and matching (if applicable).

Depending on your grant type, your final report will ask you to complete either Organization Expenses or Project Expenses.

[Glossary of budget terms.](#)

## Organization Expenses

**Grantees who received Organization Support Grant, Statewide Service Organizations, or State Art Resources will see Organization Expenses.**

When completing this section, use your organization's actual expenses for 2023-2024, if feasible. If your organization uses a different fiscal year and actual figures are not yet available, provide the actual figures from your most recently completed fiscal year. Do not use estimated figures.

In each section of expenses, there are a few blank spots where you can write in your own description, then provide the expense amount to the right. Those are provided in case you have expenses that don't fit the pre-filled descriptions on the left.

## Project Expenses

**Grantees who received any other grant type will see Project Expenses.**

On the left are pre-filled descriptions categorizing expenses, with blank spaces for you to write in other expenses that don't fit these descriptions.

Make sure you categorize expenses accurately. Distinguish between organizational costs and contract costs. Organizational staff costs can include administrative costs, artistic staff costs, or technical staff costs, such as salary and benefits. Contracts, on the other hand, consist of

written agreements with other organizations or vendors for services to your organization to help carry out the grant. Contracts with artists outside of your organization would be considered artist contracts, while any other contracts with non-artist organizations/vendors would be considered “other contracts.”

Then in the Grant Amount column, indicate how much grant funding was spent on these expenses, followed by how much cash match was spent. (In-kind contributions cannot be counted toward match.)

Once your expenses are filled in, the bottom Expense Totals will show you the Grant Amount spent + Applicant Cash Match = Cash Expenses. Please make sure that the expense total for Grant Amount matches the amount of the grant indicated in the Federal Reporting Section. Again, any unspent grant funds need to be returned to the North Carolina Arts Council as soon as possible.

If you are unsure of your match requirement (if any), please contact your Program Director.

## Unallowable Expenses

**Across all grants, *unallowable* costs include:**

- Capital expenditures including acquisitions for additions to a collection such as works of art or artifacts. Disallowed capital expenditures also include expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments of roads, driveways or parking lots, or permanent and generally immobile equipment such as grid systems or central air conditioning.
- Reception or entertainment costs are not allowed.
  - Food is only an allowable expense for per diem during travel, and for workshops/classes where participants register ahead of time, and which was approved in your awarded application.

*Unallowable expenses cannot be counted toward match.*

## Income

Like Expenses, Income will be requested as Organization Income or Project Income depending on grant type. Income refers to all money received to support the project. This includes: all federal, state, and local government funds, including this grant; all corporate, foundation, and other private money; all money from admissions, subscriptions, etc.; all money received from the sale of services, etc., produced from this project; all the cash you devoted to support this project; all revenue derived from sales associated with the project such as concessions, parking, T-shirts, gift shop income, etc. *In-kind is not considered income.*

## Organization Income

**Grantees who received Organization Support Grant, Statewide Service Organizations, or State Arts Resources will see Organization Income.**

When completing this section, use your organization's actual expenses for 2023-2024, if feasible. If your organization uses a different fiscal year and actual figures are not yet available, provide the actual figures from your most recently completed fiscal year. Do not use estimated figures.

Under the Government Support section, be sure to include this grant under NCAC General Support Grant.

In each section of Income, there are a few blank spots where you can write in your own description, then provide the income amount to the right. Those are provided in case you have income that doesn't fit the pre-filled descriptions on the left.

## Project Income

**Grantees who received any other grant type will see Project Income.**

In the Project Income section of the final report are pre-filled descriptions categorizing expenses. Enter in the cash income amounts for each. Be sure to include all income sources\*, including this grant, that are related to this project.

\* Grassroots funds are not an eligible matching income source.



Income should be equal to or greater than expenses. If expenses exceed income, double check that you've included all expenses and income. If project expenses still exceed project income, then your organization has a deficit related to this grant. Address this somewhere in the Narrative section or reach out to your Program Director.

## Subgrant Data Collection

**Grantees who received Artist Support Grant will see this section with these instructions.**

If your organization subgranted (regranted) funds, please complete this section. First, download the Excel template

([https://admin.gosmart.org/agency\\_uploads/ncarts/ASG\\_subgrant\\_form.xlsx](https://admin.gosmart.org/agency_uploads/ncarts/ASG_subgrant_form.xlsx)), fill it out with your subgrant data, save it to your computer, then upload it here. More instructions for this form can be found at

[https://admin.gosmart.org/agency\\_uploads/ncarts/subgrant\\_excel\\_template\\_info.pdf](https://admin.gosmart.org/agency_uploads/ncarts/subgrant_excel_template_info.pdf).

**Grantees who received Grassroots and Special Appropriation (ARPA) Grassroots will see this section with these instructions.**

Enter in subgrant data for each subgrant. After you enter one data set, save the page to enter another data set. Each set of subgrant data asks details about the following, per subgrant:

- Organization information
- Project Budget (including investment, planning, training)
- Project Expenses

**Grantees who received any other grant will not see this section of the final report.**

## Activity Locations

**Grantees who received Arts in Education Residency, cARTwheels, Spark the Arts, Statewide Initiatives, TAPS, and Technical Assistance will see this section.**

Reports for these grants will ask about the locations of grant activities. Please provide the physical address of all activities supported by this grant award, other than the address of your organization.

Begin by entering the venue name and address. When the address is entered, the form will display a link to automatically populate the venue latitude and longitude. Then enter in the number of days grant activities took place at this venue.

Click Save Work, and you'll get the option to add another venue. Repeat this until all the activity locations are complete.

**Grantees who received any other grant will not see this section of the final report.**

## Support Materials

**Grantees who received Spark the Arts will see this section.**

Spark the Arts reports include a section here to upload any additional support materials about your project, other than what's needed in the Uploads section (see below). See your Program Director if you are unsure what items to upload here.

**Grantees who received any other grant will not see this section of the final report.**

## Uploads

**All grant reports have this section.**

Here, you will upload the following:

### Legislative Letters

Grantees are required to send letters or emails to your legislators regarding your project and expressing appreciation of the grant. Attach a copy of that here. You can find out who your legislators are by going to [www.ncleg.gov](http://www.ncleg.gov) and searching for the legislators that represent your district.

### Marketing Materials

Upload a PDF showing examples of marketing materials you used during the grant period. These materials should follow the branding of the North Carolina Art Council's credit line and use our logo. You can find instructions and downloads at <https://www.ncarts.org/grantsresources/resources/logo-branding-materials>.

You can upload another example, or anything else related to marketing, publicity, or promotion of your programs supported by the grant.

### Online Links

If online ephemera was created during the grant period, you can include up to 3 links here to share with us. These links can be to things like videos, news articles, websites, photo albums, etc.

### Financial Statements

**Grantees who received Organization Support Grant, Statewide Service Organizations, and State Arts Resources grants will see this section in their report in addition to the other Uploads sections.**

Upload a PDF of your unaudited financial statement for the fiscal year of this grant. The financial statement should include this grant. If you need guidance on producing a financial statement, see <https://donorbox.org/nonprofit-blog/nonprofit-financial-statements>.

**Grantees who received any other grant will not see this in the Uploads section.**

### Other

Here, you can upload any other important supportive documentation that you wish to share with us.

## Certification

The next step of the final report is to certify it with a signature. New this year, grantee signatures will be gathered via DocuSign.

To certify your final report, go to <https://bit.ly/FinRpt24> and enter in the name and email address of your Fiscal Agent (if applicable) or Authorized Signer. They will be emailed an access code with a link to continue with the signing. Once they follow the link and enter the code, the Certification form will open.

They will enter in the organization/grantee name, application # from the grants portal, their name, and sign in the appropriate place.

They then click Finish, and DocuSign will email them and our Grants Office the fully signed Certification.

If your Fiscal Agent/Authorized Signer is not the person completing the final report, you should let them know the link is coming to their email, and what the application number is, so they can sign without delays or problems. (The application number can be found above the left menu of the report.)

## Submission Page

Make sure you go on to the last step of the report, the Submission Page, to fully submit your final report for this grant.

If you've forgotten to complete a required question, the Submission Page will show you the section that needs to be edited.

Once all sections are complete, click to submit the report. This will put your report into "final report received" status on our end, and we'll know you're done with the report.

## What happens next?

After you've submitted your final report and we've received your signed certification page, your Program Director will review your report. If they have any questions, they'll reach out to you to get clarification and/or change your responses.

After your Program Director has reviewed your report, the Grants Office will review your report as well.

In the following Spring, details from all grantee reports will be aggregated and formatted for the National Endowment of the Arts' report.

## Need more help?

Here's a list of the Program Directors and Grants Office staff. Contact your Program Director for grant program specific help, and Grants Office staff for technical assistance with the grants portal.

### Artists & Organizations

Dara Silver: Senior Program Director, (919) 814-6531, [dara.silver@dncr.nc.gov](mailto:dara.silver@dncr.nc.gov)

Jamie Katz Court: Music and Dance Director, Accessibility Coordinator, (919) 814-6502, [jamie.katzcourt@dncr.nc.gov](mailto:jamie.katzcourt@dncr.nc.gov)

Khalisa Thompson: Theater and Literature Director, (919) 814-6512, [khalisa.thompson@dncr.nc.gov](mailto:khalisa.thompson@dncr.nc.gov)

### Arts in Education

Lizz Wells: Arts in Education Director, (919) 814-6515, [lizz.wells@dncr.nc.gov](mailto:lizz.wells@dncr.nc.gov)

### Creative Economies

Leigh Ann Wilder: Creative Economies Director, (919) 814-6508, [leighann.wilder@dncr.nc.gov](mailto:leighann.wilder@dncr.nc.gov)

Janelle Wienke: Arts in Communities Western Regional Director, (919) 814-6506, [janelle.wienke@dncr.nc.gov](mailto:janelle.wienke@dncr.nc.gov)

Samuel Gerweck: Arts in Communities Eastern Regional Director, (919) 814-6523, [sam.gerweck@dncr.nc.gov](mailto:sam.gerweck@dncr.nc.gov)

### Folklife

Zoe van Buren: Folklife Director, (919) 814-6518, [zoe.vanburen@dncr.nc.gov](mailto:zoe.vanburen@dncr.nc.gov)



## Grants Office

Tanya McGuire: Grant Awards & Contracts Manager, (919) 814-6514,  
[tanya.mcguire@dncr.nc.gov](mailto:tanya.mcguire@dncr.nc.gov)

Jackie Haske: Grants Reporting & Compliance Manager, (919) 814-6513,  
[jackie.haske@dncr.nc.gov](mailto:jackie.haske@dncr.nc.gov)