Grassroots Arts Program

Final Report Webinar

North Carolina Arts Council

Submit Final Reports

Recipients of grants from the N.C. Arts Council are required to submit a final report for each grant received.
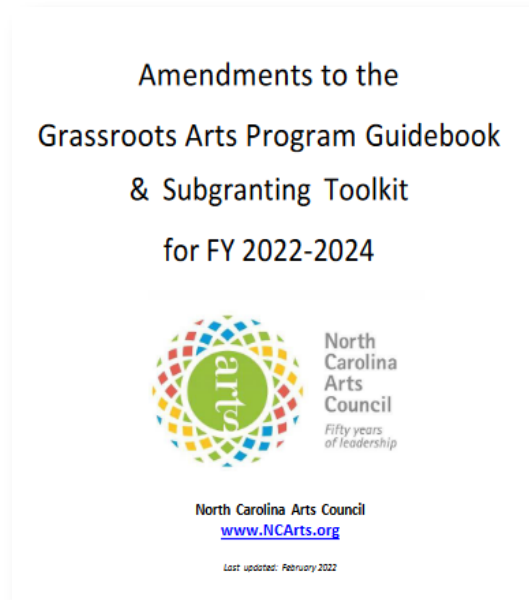
You can find detailed instructions for writing your final report at ncarts.org/ncac-final-report-guide. We strongly recommend printing out the instructions or keeping them open on a second monitor to use as a guide.

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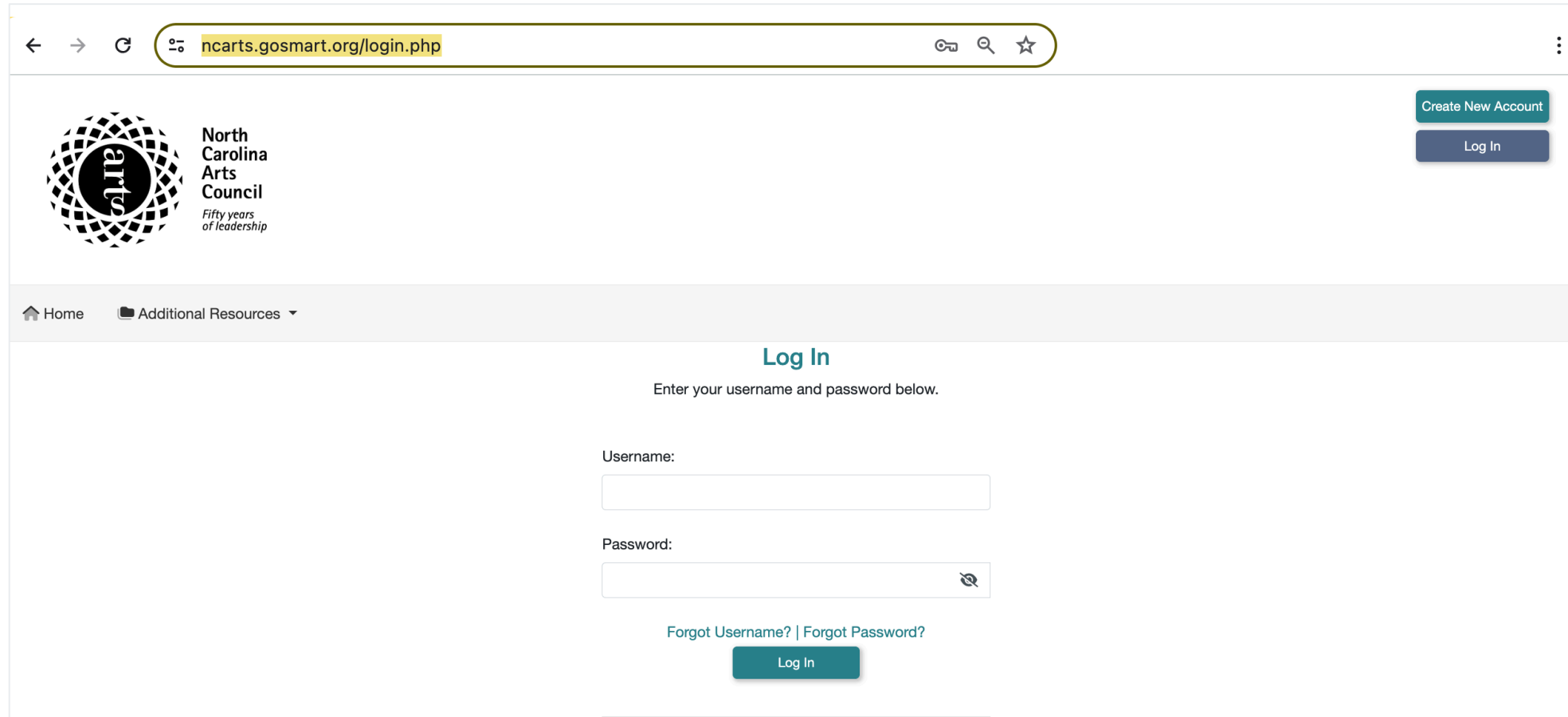
Grassroots Final Reports

Amendments to the Grassroots Arts Program Guidebook

Amendments to the
Grassroots Arts Program Guidebook
& Subgranting Toolkit
for FY 2022-2024

North
Carolina
Arts
Council

*Fifty years
of leadership*

North Carolina Arts Council
www.NCArts.org

Last updated: February 2022

The North Carolina Arts Council made several temporary amendments to the Grassroots Arts Program guidelines for FY 2022-2023 and FY 2023-2024. The amendments apply to the entire GAP allotment for the two-year period, both state money and federal ARPA money.

To make final reporting easier this year we will only be collecting the strategy pillar narrative question and expense data for federal ARPA funding.

Getting Started: Go Smart
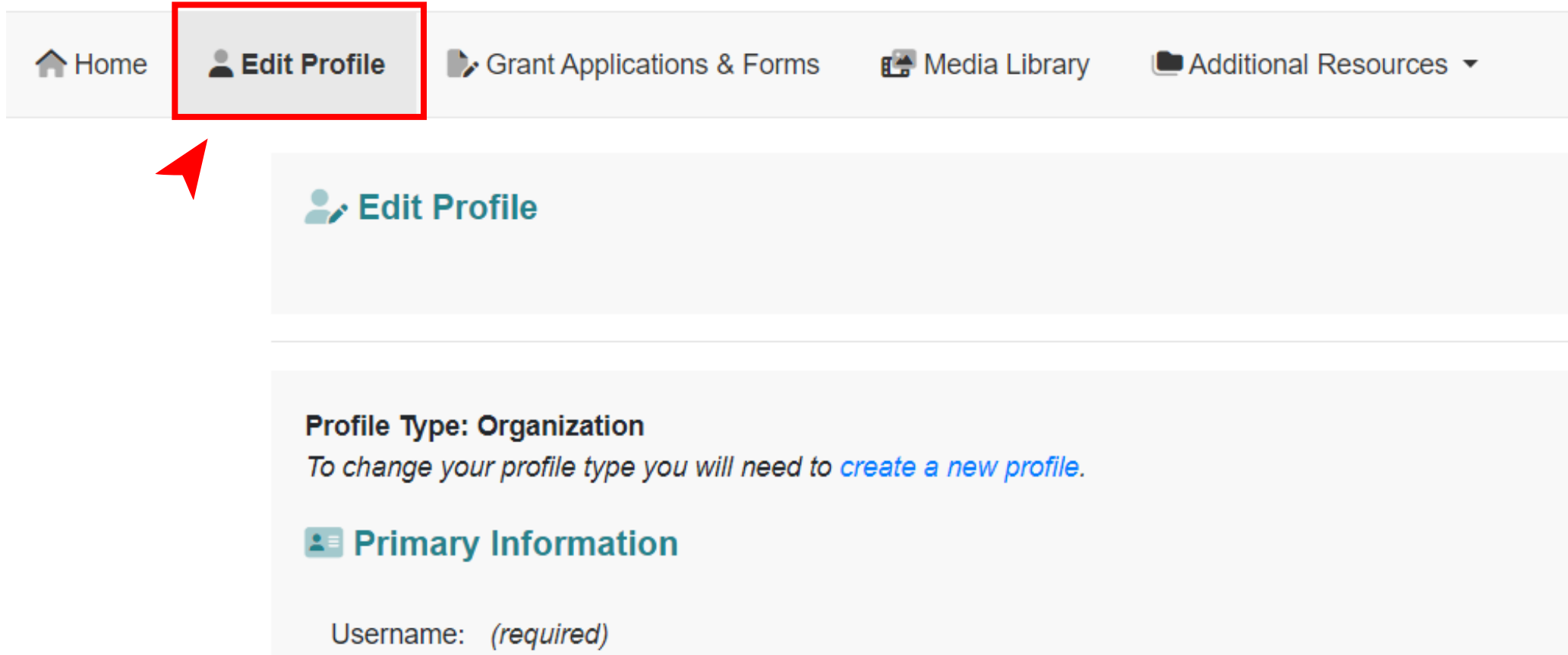
https://ncarts.gosmart.org/login OR via the Grants Dashboard on our website.

REMINDER

Review your profile to make sure we have the right contact information.

🏠 Home | 👤 **Edit Profile** | 📝 Grant Applications & Forms | 🖼️ Media Library | 📁 Additional Resources ▾

👤✏️ **Edit Profile**

Profile Type: Organization
To change your profile type you will need to *create a new profile.*

👤▤ **Primary Information**

Username: *(required)*

Navigating Go Smart

Find Your Final Report
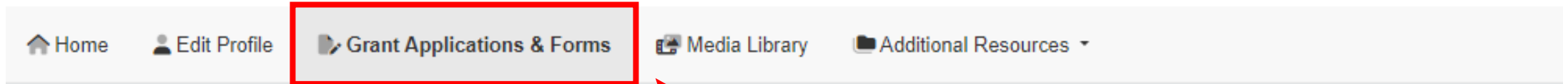
Designated County Partner Final Reports

- Grassroots Arts Program – Designated County Partners – Update Application/Report 2023-24

- Grassroots Arts Program – Designated County Partners – Full Application/Report 2023-24

- Grassroots Arts Program – Designated County Partners – Application for Federal Funds (ARPA) 2023-24

Provisional County Partner Final Reports

- Grassroots Arts Program – Provisional County Partners 2023-24

- Grassroots Arts Program – Provisional County Partners Federal Funds (ARPA) 2023-24

▶ START Final Report   ✎ EDIT Final Report
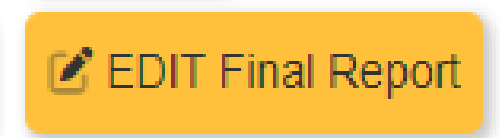
Saving Your Work & Navigating Sections
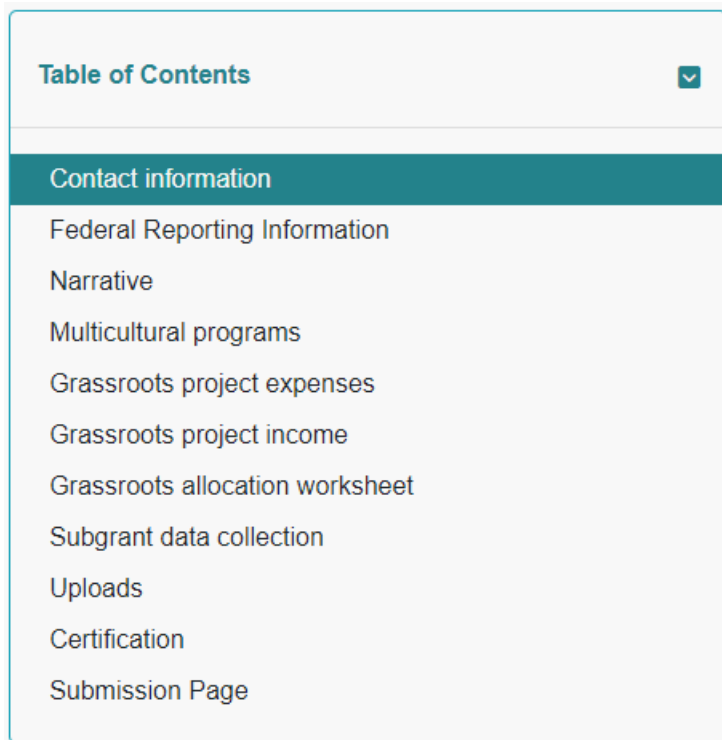
Table of Contents

- Contact information
- Federal Reporting Information
- Narrative
- Multicultural programs
- Grassroots project expenses
- Grassroots project income
- Grassroots allocation worksheet
- Subgrant data collection
- Uploads
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- Submission Page

There are two ways to navigate between final report sections: clicking the "Save and Next" button or navigating via the Table of Contents.

Make sure to save work frequently and before proceeding to the next section. Be careful. If you have not saved your work and you click to a new section on the table of contents your work may not save.

Pro Tip: Edit your narrative questions in a word document before you start plugging information into the grant portal.

Save Work

Save and Next

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

Federal Reporting Information

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

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.

❑Multidisciplinary

Select the Activity Type: Choose the activity that best describes how funds were used. Select one.

❑Organization Support

❑Regranting

❑School Residency

Federal Reporting Information: Attendance

Number of people who directly engaged with the arts, whether through attendance at arts events, participation in arts learning, or other types of activities in which people were directly involved with artists or the arts.**

❑ Enter the total number of adults engaged in person
❑ Enter the total number of children/youths engaged in person
❑ Enter the number of artists that are directly involved

** For all Federal reporting questions, 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.

Federal Reporting Information: Arts Education

Select the percentage of funded activities that are arts education related:
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

Federal Reporting Information: Demographics

Select all races/ethnicities that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

You can check multiple boxes.

- ☐ 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

Federal Reporting Information: Population

Select all distinct groups that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

☑ **You can check multiple boxes.**

❑ 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

Federal Reporting Information: Age Ranges

Select all age ranges that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

☑ **You can check multiple boxes.**

❑ 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

Federal Reporting Information: Grant Award

Awarded amount: This is the amount of your grant award you received 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.**

In-Kind Contributions

In-kind contributions are also included in the narrative section of both Grassroots State and ARPA report. 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 (should not be subgrantee)

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

State Grassroots Narrative & Expenses

State Grant Narrative

1. Describe how the Grassroots funds designated for the DCP/PCP organization's administration and programs were used. Describe the benefits of these funds to the organization and county.

- One substantial paragraph that describes **in detail** how the Grassroots funds were used and how the funds impacted the county.

- For example: [Generic Arts Council X] used $$ of Grassroots funding to support salaries and rent, and $$ on arts in education programs featuring John Brown and his band at [County school] impacting ## students, and a community concert that impacted ## community members at the town square. We also subgranted $$ to 10 organizations in our county to support arts programming and operating support for nonprofit arts organizations.

State Grant Narrative

2. DCP/PCPs must spend a percentage of their grant, which can include subgrants, for programming that reflects African American, Asian American, Pacific Islander, Latino, and Native American cultures; this amount is noted in the GAP Base County Allotment Table. Please describe how your Grassroots funds were spent to meet the racial and cultural diversity requirement for your county.

- Refer to the allotment table to ensure you are including the entire required multicultural spending amount.

- Narrative should include all relevant internal programming that was multicultural, AND **subgranted funds** that met the multicultural requirements.

Multicultural Programs

In the first column, list the multicultural artists/organizations and their race. In the second column, indicate the amount spent for that artist/organization. We expect the total of the second column to meet or exceed the minimum multicultural requirement as indicated in your grant contract.

Artists and Programs-Race/Spent Amount

Example: Shana Tucker – AA	$2,000

Grassroots Project Expenses

NOTE: We have simplified the State Grassroots final report project expenses to their original format.

	Grassroots Grant Amount	Cash Match	Total Cash Expenses
Administrative staff	0 +	0 =	0
Artistic staff	0 +	0 =	0
Technical/Production staff	0 +	0 =	0
Artistic contracts	0 +	0 =	0
Other contracts	0 +	0 =	0
Space rental	0 +	0 =	0
Travel	0 +	0 =	0
Marketing	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0

Remaining Project Expenses	Grassroots Grant Amount	Cash Match	Total Cash Expenses
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0
Expense Totals:	$0 +	$0 =	$0

Grassroots Project Income

Provide income for Grassroots funded programming by the county partner.
Do not provide income spent on subgrants. Total income should equal or exceed total expenses.

Admissions	0
Contracted Services Revenue	0
Other Revenue	0
Corporate Support	0
Foundation Support	0
Other Private Support	0
Federal Government Support	0
State/Regional Government Support (not including NCAC grant)	0
Local Government Support	0
Applicant Cash	0
Grassroots Grant Amount (excluding subgrants)	39,481

Do Not Include Subgrants

ARPA Grassroots Narrative & Expenses

ARPA Grant: Assigning Strategy Pillars

- **Capacity Building**
  Examples include: Hiring staff or contractors; contracts for consultants for strategic planning, developing a fundraising plan; professional marketing plan, website refresh; program evaluation; board training; staff training or professional development; diversity, equity and inclusion training.

- **Sustainability**
  Professional contracts; equipment purchases or upgrades; Small capital expenditures up to $25,000 (total in two years); full financial audit; Arts & Economic Prosperity Study participation.

- **Expanding Relationships with diverse arts organizations and artists**
  Developing new partnerships, programming and outreach including small-scale creative placemaking projects with BIPOC arts organizations and artists, piloting new events, like Juneteenth Festivals, Native American Month celebrations, etc.

ARPA Grant Narrative

1. Describe how the Grassroots funds designated for the DCP/PCP organization's administration and programs were used. Describe the benefits of these funds to the organization and county.

2. DCP/PCPs must spend a percentage of their grant, which can include subgrants, for programming that reflects African American, Asian American, Pacific Islander, Latino, and Native American cultures; this amount is noted in the GAP Base County Allotment Table. Please describe how your Grassroots funds were spent to meet the racial and cultural diversity requirement for your county.

Both questions mirror the State Grassroots final report narrative questions.

Narrative: ARPA Only

3. Describe how your organization aligned ARPA funding with the strategy pillars to support capacity building, organizational sustainability and the expansion of relationships with diverse organizations and artists. Provide concrete examples of the impacts of local investments to advance these goals. Include a progress report on your original plan and share accomplishments and lessons learned that may advance your goals after the grant.

- Narrative should describe how additional funding helped your organization or your subgrantees build or grow within the strategy pillars.

- For example: Capacity Building--$$ was used to support an additional staff person for our organization. This allowed us to build an artist database to better promote opportunities to artists in our county. We will launch a studio tour in 2026, and this funding helped us with an important step in this goal.

Multicultural Programs

In the first column, list the multicultural artists/organizations and their race. In the second column, indicate the amount spent for that artist/organization. We expect the total of the second column to meet or exceed the minimum multicultural requirement as indicated in your grant contract.

Artists and Programs-Race/Spent Amount

Example: Shana Tucker – AA	|$2,000

ARPA Operating and Project Expenses

Please report any operating and program expenses using Grassroots ARPA funding in this category.

Grassroots project expenses

OPERATING AND PROJECT EXPENSES: Please report any normal annual operating and program expenses using Grassroots ARPA funding in this category.	Grassroots Grant Amount Spent	Cash Match	Total Expenses
Administrative staff	0 +	0 =	0
Artistic staff	0 +	0 =	0
Technical production staff	0 +	0 =	0
Artistic contracts	0 +	0 =	0
Other contracts	0 +	0 =	0
Marketing	0 +	0 =	0
Travel	0 +	0 =	0
Space rental	0 +	0 =	0
Insurance	0 +	0 =	0
Office postage, printing, supplies	0 +	0 =	0
Utilities, telephone, internet	0 +	0 =	0
Professional fees, design work, etc.	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0

ARPA Capacity Expenses

Examples of expenses could include new or expanded costs for personnel, trainings, or artistic contracts for new or expanded programs.

SPECIFIC CAPACITY BUILDING EXPENSES: Please report new operating and program expenses using Grassroots ARPA funding in FY24 that strategically built organizational capacity	Grassroots ARPA Grant	Matching Funds (not required)	Total Expenses
Personnel	0 +	0 =	0
Artistic contracts	0 +	0 =	0
Tech/production contracts	0 +	0 =	0
Professional contracts (for strategic planning, fundraising, marketing, DEAI)	0 +	0 =	0
Training/professional development	0 +	0 =	0
Website refresh/marketing	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0

ARPA Sustainability Expenses

Example expenses include capital projects, equipment upgrades, or professional contracts

SPECIFIC SUSTAINABILITY EXPENSES: Please report new operating and program expenses using Grassroots ARPA funding in FY24 that strategically built organizational sustainability.	Grassroots ARPA Grant	Matching Funds (not required)	Total Expenses
Professional contracts	0 +	0 =	0
Equipment purchase/upgrade	0 +	0 =	0
Capital Improvements	0 +	0 =	0
Arts economic prosperity study participation	0 +	0 =	0
Financial audit	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0

ARPA Diverse Partnerships/Relationships

Examples of expenses include new relationships with diverse partners in your county. They can be artistic or professional contracts, technical expenses, marketing for diverse programming, etc.

EXPANDING DIVERSE PARTNERSHIPS/RELATIONSHIPS: Please report new operating and program expenses suing Grassroots ARPA funding in FY24 that strategically expanded diverse partnership and relationships with your organization.	Grassroots ARPA Grant	Matching Funds (not required)	Total Expenses
Artistic contracts	0 +	0 =	0
Professional contracts	0 +	0 =	0
Technical/production expenses	0 +	0 =	0
Program, partnership/outreach	0 +	0 =	0
Marketing of diverse programming	0 +	0 =	0
Program evaluation	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
Subtotals:	$0 +	$0 =	$0
Expense Totals:	$0 +	$0 =	$0

ARPA & Grassroots Allocation Worksheet

Grassroots Allocation Worksheet

Grassroots Allocation Amount

1. Enter your 2023-24 Grassroots allocation amount: *(required)*

Check allocation chart. This is your total grant award

Subgranted Amount

2. Enter the Grassroots subgranted amount. *(required)*

Amount subgranted.

Grant Amount Spent (Administration and Programs)

3. Enter the total Grassroots grant amount spent from the project expenses page (DCP administration and program expenses only): *(required)*

This number should match the Grassroots grant column total reported in project expenses.

Subgrant Data Collection

Subgrant Data Collection

If you **do not subgrant, do not press** the Save Work or Save and Next buttons! Navigate to Certification from the Table of Contents.

Navigate to **Certification** from the Table of Contents.

Table of Contents

What type of organization are they? *(required)*

○ Arts

○ Community

○ School

○ Municipality

If you press Save and Next on a blank answer set this will be added and get flagged when you try to submit.

Save Work

Previous

📄 View PDF

Save and Next

Subgrant Data Collection

Subgrant data collection

Please enter the following subgrant project data information.

Save the page to add a new answer set. Click on any answer set to view, edit, or delete that group of answers.

Saved Answer Sets

Answer Set #1 🗑
Answer Set #2 🗑

Each subgrant will be submitted as its own answer set.

Subgrant answer sets will include the following:

I.   Organization Information
II.   Project Description
III. Project Budget & Expenses
IV.   Participation Statistics

Subgrant Data Collection

I. Organization Information

Name of organization *(required)*

[   ]

Contact person's name *(required)*

[▾]

Contact person's title *(required)*

[   ]

Mailing address *(required)*

[   ]

City *(required)*

[   ]

State *(required)*

[Select...   ▾]

County *(required)*

[   ]

Work phone *(required)*

[   ]

((xxx-xxx-xxxx))

Email address *(required)*

[   ]

Website *(required)*

[   ]

Organization's EIN *(required)*

[   ]

Organizations UEI

[   ]

Applicant Race *(required)*

[Select...   ▾]

Subgrant Data Collection

II. Project Description

Please provide a short description of your project using 25 words or less. *(required)*

Character Count: 0 out of 250

III. Project Budget & Expenses

Grassroots Arts Program grant amount *(required)*

Matching funds *(required)*

Total project budget *(required)*

Subgrant Data Collection <mark>ARPA ONLY</mark>

III. Project Budget & Expenses

Total Project Budget Overview

Grassroots Arts Program ARPA grant amount *(required)*

[   ]

Matching funds

[   ]

(Enter 0, if none.)

Total project budget *(required)*

[   ]

Budget Breakdown - Strategy Pillars

Do not include matching funds in the breakdown

Total capacity expenses *(required)*

[   ]

(ARPA money only)

Total sustainability expenses *(required)*

[   ]

(ARPA money only)

Total expanding diverse relationships expenses *(required)*

[   ]

(ARPA money only)

Subgrant Data Collection

IV. Participation Statistics

Number of participants who directly engaged with the arts, whether through attendance at arts events, participation in arts learning, other types of activities in which people were directly involved with artists or the arts.

Audience

Total number of participants and audience members

Out of the total participants, specify the number who are children and youth (Pre-K through secondary school students)

Out of the total participants, specify the number who are consultants

Out of the total participants, specify the number who are artists

Subgrant Data Collection

Arts Education

Did 50% or more of this project's activities involve arts education; increasing knowledge and skills in the arts to grades Pre-K - 12? *(required)*

Grassroots Arts Program Subgrant History

Has this organization ever received a Grassroots Arts Program subgrant before July 2023? *(required)*

What type of organization are they? *(required)*

○ Arts

○ Community

○ School

○ Municipality

Subgrant Data Collection

Once all subgrants have been submitted, press Save and Next to go to the Certification page.

NOTE: If you press Save Work, and a new blank answer set populates, do not press Save and Next, instead, navigate to Certification from the Table of Contents.

Uploads

Uploads

Legislative Letters

Attach copies of the letters and/or emails you sent to your State legislators notifying them of the project and your appreciation of this grant.
No File Uploaded

Marketing Materials

Upload a PDF showing examples of marketing materials and other printed materials using the North Carolina Arts Council credit line and logo.
No File Uploaded

Upload additional marketing, publicity, or promotional documentation here.
No File Uploaded

Online Links

If you would like to share any links to videos, news articles, or websites that showcase this grant, provide the website URLs here:

Link #1:

Link #2:

Link #3:

Other

Upload any other important supportive documentation related to your grant that you wish to share with us.
No File Uploaded

Certification and Submission

Certification Steps

1 To certify the final report, go to https://bit.ly/FinRpt24 and enter in the name and email address of your **Authorized signer**. The Authorized signer will be emailed an access code and link to continue processing the certification.

2 The authorized signer will enter the access code, and the Certification form will open. They will be required to enter the organization/grantee name and the application number (as seen at the top of the report), as well as their name, and sign in the appropriate place.

North Carolina Arts Council - Grassroots Arts Program – Provisional County Partners Federal Funds Application (ARPA) 2023-24

TestOrg

Final Report #PCP-ARPA240001 ◄ Application number

Certification Steps

3 The authorized signer then clicks Finish, and DocuSign will email a copy of the fully-signed certification to the authorized signer and our Grants Office.

4 Navigate to the Submission Page to fully submit your Final Report for this grant.

Submission

Table of Contents ☑

Submission Page

⚠ You have **NOT** met all requirements for Grassroots Arts Program – Designated County Partners – Update Application/Report 2022-23.

Page	Question	Action
Federal reporting information	FEIN	✏ Edit
Federal reporting information	NEA Primary Strategic Outcome	✏ Edit
Federal reporting information	Discipline of Project	✏ Edit
Federal reporting information	Type of Activity	✏ Edit

Common Mistakes

Common Mistakes

Subgrant Data Collection

Save the page to add a new answer set. Click on any answer set to view, edit, or delete that group of answers.

Answer Set #1 🗑
Answer Set #2 🗑
Answer Set #3 🗑

It is easy to save a blank answer set.

Submission Page

⚠ You have **NOT** met all requirements for Grassroots Arts Program – Designated County Partners – Update Application/Report 2022-23.

Page	Question	Action
Subgrant data collection	Name of organization Answer Set 1	✏ Edit
Subgrant data collection	Name of organization Answer Set 2	✏ Edit
Subgrant data collection	Name of organization Answer Set 3	✏ Edit
Subgrant data collection	Contact person's name Answer Set 1	✏ Edit

Common Mistakes

Allocation Worksheet and Grassroots Grant Expense total does not match.

Grassroots allocation worksheet

Grant Amount Spent (Administration and Programs)

3. Enter the total Grassroots Grant Amount Spent from the Project Expenses page (DCP administration and program expenses only): *(required)*

54,321

≠

Grassroots project expenses

Expense Totals:

Column One
Grassroots Grant $

12,345   +   0   =   0

Common Mistakes

Insufficient Marketing Materials (Items without logo and tagline on it)

All grant recipients are required to prominently display the North Carolina Arts Council logo with tagline and credit lines on-site at funded events and in all publicity materials (digital and printed). We also encourage you to use this on your website, electronic newsletters, etc. Displaying these items recognizes the investment by the North Carolina General Assembly in our grants and programs.

North Carolina Arts Council

www.NCArts.org

This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.

Questions?

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North Carolina Arts Council
www.NCArts.org

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