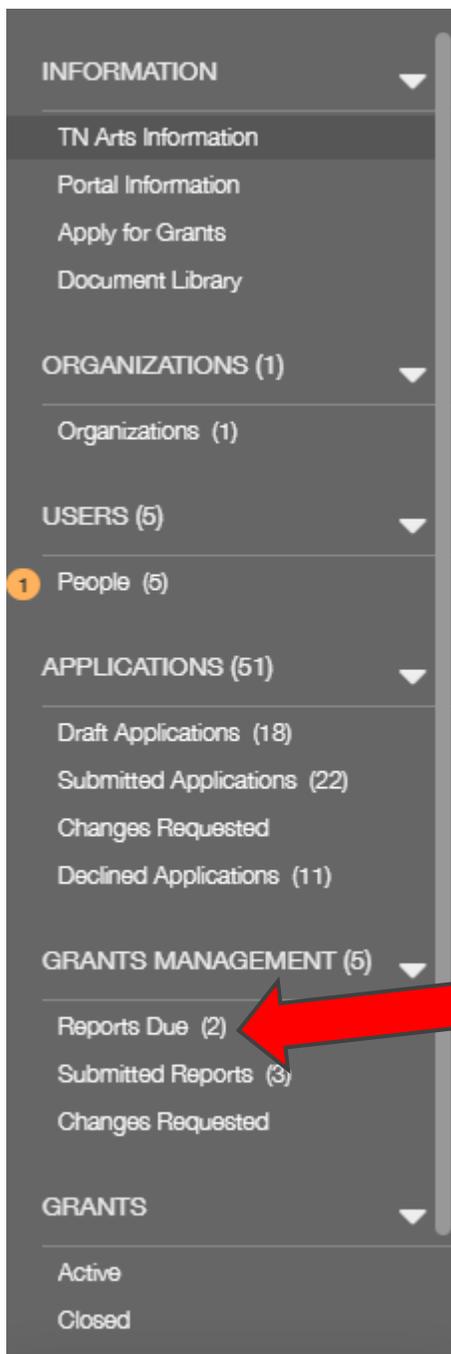




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Arts Build Communities Tutorial Part 4

Closing Out your ABC Grant - Final
Evaluation



ABC Final Evaluation

- ▶ All ABC Grantees are required to complete a final evaluation within 30 days of project completion or by June 15th, whichever comes first.
- ▶ The ABC Final Evaluation is located in the online Grant System under “Grants Management - Reports Due”
- ▶ Final payments to grantees will not be made until after a final evaluation is submitted and approved by your Designated Agency.

Manage Your Grant

- ▶ For an overview of important dates and grant management instructions, view our Manage Arts Builds Communities Grants page [HERE](#).

Arts Build Communities (ABC) Grant Management

Important Dates & Grant Management Instructions:

- ▼ By August 16th - Award Notifications
- ▼ October 1 (or earlier) - Revised Budget Report Form Submissions
- ▼ October 1 (or earlier) - Grant Contract Submissions
- ▼ October 1 (or earlier) - Title VI training and certification must be submitted
- ▼ August 16 - June 15 - Grant activities Occur & grantees may request funds

Narrative

- ▶ Respond to all 4 narrative questions.

Narrative

Designated Agency: Metro Nashville Arts Commission
Organization Name (as defined in IRS letter of 501(c)(3) determination or governmental entity): Theater Bug, Inc.

How successful were you at achieving the project goal(s), and what specific result(s) indicated the degree of your success? (maximum of 1500 characters)

In what ways has this project allowed your organization to build on the assets or address barriers in your community? (maximum of 1500 characters)

How did you involve your community in the funded project? (maximum of 1500 characters)

How did participants respond to your project? Please tell a short story about the difference this project made? (maximum of 1500 characters)

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Federal Reporting & Evaluation Metrics

- ▶ Responses must be provided for the Federally Required Report and Evaluation Metrics sections of the Evaluation. If there were no participants for a question, enter “0”.

Federally Required Reporting

The following fields are required. Please enter the most accurate data possible. If there were no participants for a question, please enter 0 in the appropriate blank(s) provided.

In-Person Program Reporting

Enter the number of people who were directly engaged with the activity whether through attendance at an event, 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. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Number of Adults Engaged

Children/Youth (under 18) engaged

Total Individuals Engaged

Virtual Program Reporting

Enter the number of people who were directly engaged with the activity whether through virtual attendance at an event, virtual participation in arts learning or other types of online activities in which people were directly involved with artists or the arts. This includes individuals primarily reached through TV, radio or cable broadcast, the Internet, virtual platforms like Zoom and WebEx, or other media. Avoid inflated numbers, and do not double-count repeat attendees.

Number of Adults Engaged Virtually

Number of Children/Youth Engaged Virtually

Total Individuals Engaged Virtually

Final Expenses Table

- ▶ Before filling in the final expenses table, select the correct fiscal year for the evaluation - 2024.

Final Financial Report

Fiscal Year for Evaluation 

▶ Instructions

- ▶ Be sure the use of grant funds matches the revised budget.
- ▶ Include enough expenses in the Grantee Match column to meet the dollar-for-dollar matching requirement.

Final Expenses

	Commission Funds	Grantee Match
1. Salaries, Benefits & Taxes	<input type="text"/>	<input type="text"/>
2. Professional Fee, Grant & Award (detail required below)	<input type="text"/>	<input type="text"/>
3. Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	<input type="text"/>	<input type="text"/>
4. Travel, Conferences & Meetings	<input type="text"/>	<input type="text"/>
5. Insurance	<input type="text"/>	<input type="text"/>
6. Other Non-Personnel (detail required below)	<input type="text"/>	<input type="text"/>
7. Capital Purchase (only when allowable)	<input type="text"/>	<input type="text"/>
8. Indirect Cost (only when allowable)	<input type="text"/>	<input type="text"/>
9. In-Kind Expense (only when allowable)	<input type="text"/>	<input type="text"/>
10. Total Cash Expenses		
Total Grant Award:		
Total Expenses:		

Change Requests

- ▶ Your project or program may require changes to the scope of the project as originally submitted in the application.
 - ▶ Examples: Project Start and/or End Dates, Use of grant funds in budget categories not approved in the revised budget
- ▶ Changes will be considered and approved on a case-by-case basis as long as the overall spirit of the proposed project reviewed by the grant panel remains consistent.
- ▶ Changes to your project must be approved in advance. Contact Shannon Ford, the Director of Community Arts Development at Shannon.ford@tn.gov .

Final Income

- ▶ Make sure you include enough income to meet the dollar-for-dollar matching requirement. In other words, what income sources were used to pay for matching expenses?

Final Income	
Earned Income - Admissions	
› Amount	<input type="text"/>
Earned Income - Contract Services	
› Amount	<input type="text"/>
Earned Income - Other	
› Amount	<input type="text"/>
Contributions - Corporate	
› Amount	<input type="text"/>
Contributions - Foundation	
› Amount	<input type="text"/>
Contributions - Individual/Other Private	
› Amount	<input type="text"/>
Government Support - Federal	
› Amount	<input type="text"/>
Government Support - State/Regional (Exclude this Grant)	
› Amount	<input type="text"/>

Final Request Example

Here is an example for a grantee with a \$3500 award:

- ▶ **Total Expenses:** This figure will auto-populate from the expenses table.
- ▶ **Total Grant Amount:** In this example, the grantee was awarded \$3500. This field will auto-populate from the grant record.
- ▶ **Prior Payment Amount:** The 40% advance, if requested. In this example, the grantee requested their advance of \$1400. This field will auto-populate from the grant record.
- ▶ **Balance to Date:** The amount of grant funds that have not yet been paid out. In this example, the amount is \$2100.
- ▶ **Amount of Request:** \$2100
- ▶ **Balance Remaining:** This figure is \$0 because the grantee was able to request the full 60% remaining. If a grantee does not spend their full grant amount, or cannot match it, there will be a balance remaining

Financials

Please fill in the Balance to Date, Amount of Request, and Balance Remaining fields. Balance to Date should equal the Total Grant Amount less Prior Payments.

If your Total Expenses are double or more than the Total Grant Amount, then the Amount of Request should equal the Balance to Date and your Balance Remaining should be \$0.

If your Total Expenses are less than double the Total Grant Amount, then halve the Total Expenses, and deduct Prior Payments from the halved amount to calculate the Amount of Request. The Balance Remaining should be the difference between the Balance to Date and the Amount of Request.

Total Expenses:	\$7,000.00
Total Grant Amount:	\$3,500.00
Prior Payment Amount:	\$1,400.00

<input type="radio"/> Balance to Date:	\$2,100.00
<input type="radio"/> Amount of Request:	\$2,100.00
<input type="radio"/> Balance Remaining:	\$0.00

Required Documents - Logo Use

- ▶ Grantees must upload proof of Tennessee Arts Commission logo use.
- ▶ Downloadable versions of the TN Arts Commission logo are available [here](#).



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Required Documents: Itemized Expenditures Form



The ABC Itemized Expenditures Form is located in the Documents Library in Fluxx



New in FY24 - The Itemized Expenditures Form is now an excel spreadsheet.



For each expense, select the correct category and enter the payee, check or voucher number (or other payment method), date and amount.

Itemized Expenditures Form - Common Errors

- ▶ Categories used do not match those used in the expenses table of the final evaluation.
- ▶ Dates are not provided.
- ▶ Dates are prior to 8/16/23, the start of the funding period
- ▶ Check or Voucher numbers are not provided. Grantees often use a variety of payment methods, so you may need to enter “Credit”, “Debit”, “Venmo”, “PayPal” etc. in the check/voucher column.
- ▶ The grantee has not itemized enough expenses to cover both the grant and the match.
- ▶ Listing People as Supplies. If the grantee selects Supplies as the category, they need to enter the business where supplies were purchased as the Payee.

Evaluation Review and Final Payment

- ▶ After you submit your final evaluation, it will be reviewed by your Designated Agency, who will reach out to you if corrections are needed.
- ▶ Once it is approved, your Designated Agency will process your final payment.
- ▶ **Please Note:** DA's should process payment requests made by grant recipients that have fulfilled all grant requirements within 30 days of final evaluation submission or correction of outstanding evaluation issues by grant recipients.

Questions?

- ▶ Contact your Designated Agency or Melissa Moody, Arts Build Communities Coordinator, at melissa.moody@tn.gov
- ▶ Designated Agency contact information is located in the ABC guidelines, [HERE](#).