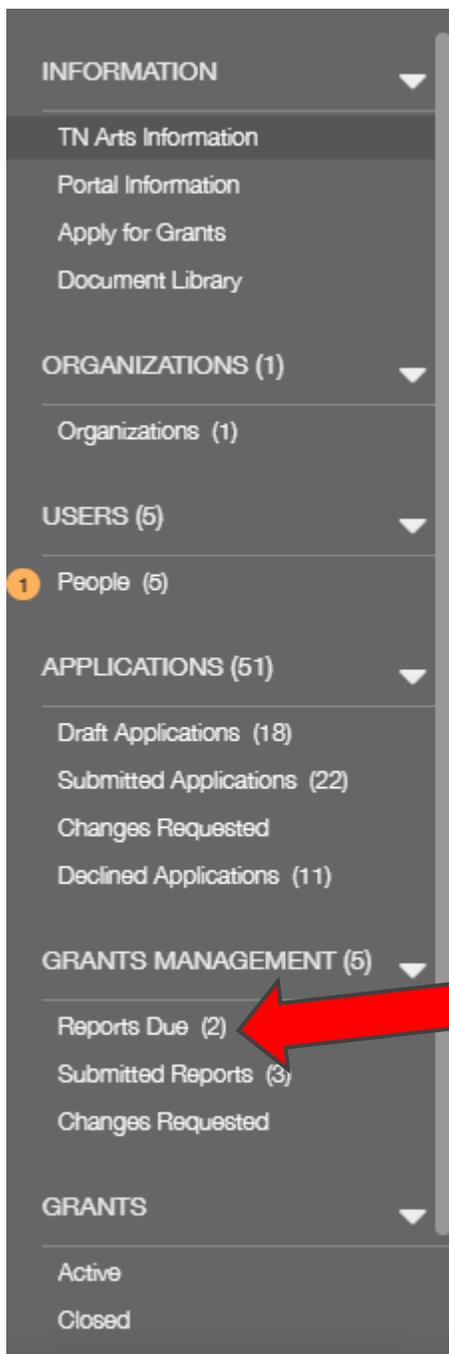




Cultivate. Create. Participate.

# Arts Build Communities Tutorial Part 4

Closing Out your ABC Grant  
- The Final Evaluation



# ABC Final Evaluation

- ▶ All ABC Grantees are required to complete a final evaluation within 30 days of project completion or by June 15<sup>th</sup>, 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.

## **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)



# 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

# Populations Benefitted

- ▶ Responses must be provided for the Populations Benefitted section of the Evaluation. If there were no participants for a category, enter “0”.

**Populations Benefitted:** Estimate the number of people represented in each of these groups. Total should equal number from "total number of individuals engaged" below.

Total Number of Individuals Engaged: 0

**Population Benefitted by race/ethnicity: (please fill in numbers of each category participating)**

American Indian/Alaska Native

Asian

Black / African American

Hispanic

# Final Expenses Table

- ▶ Final expenses in the ABC Final Evaluation should include all project costs, both grant funds and any other project expenses.
- ▶ The use of grant funds should match the revised budget.

Final Expenses	
<input type="radio"/> Salaries, Benefits & Taxes - Commission Amount:	<input type="text"/>
<input type="radio"/> Other Project Expenses:	<input type="text"/>
<input type="radio"/> Professional Fee - Commission Amount:	<input type="text"/>
<input type="radio"/> Other Project Expenses:	<input type="text"/>
<input type="radio"/> Supplies - Commission Amount:	<input type="text"/>
<input type="radio"/> Other Project Expenses:	<input type="text"/>
<input type="radio"/> Travel - Commission Amount:	<input type="text"/>
<input type="radio"/> Other Project Expenses:	<input type="text"/>

# 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, Director of Community Arts Development, at [Shannon.ford@tn.gov](mailto:Shannon.ford@tn.gov).

# Final Income

- ▶ Grantees are required to identify the source(s) used to pay for projects costs which exceed the ABC grant.

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

# Financials Section: Final Request

All fields in the Financials Section will auto-populate for the grantee.

After completing the expense and income tables, hit "SAVE". The final evaluation will now calculate and populate the fields in the Financials section, including the Amount of Grant Request.

Note: Maximum total amount reimbursable by the Designated Agency pursuant to the Grant Contract shall be reduced by the amount of any Grantee failure to spend funds on eligible grant expenses.

After completing the expense and income tables, hit "SAVE". The final evaluation will now calculate and auto-populate the fields in the Financials section below, including the Amount of Final Request.

<b>Total Grant Amount:</b>	\$5,000.00
<b>Total Grant Funds Spent:</b>	\$5,000.00
<b>Prior Payment Amount:</b>	\$2,000.00
<b>Grant Balance to Date:</b>	\$3,000.00
<b>Amount of Grant Request:</b>	\$3,000.00
<b>Grant Balance Remaining:</b>	\$0.00

# Required Document: Itemized Expenditures Form



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



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. Do not leave any fields blank.

# Itemized Expenditures Form – Common Errors

- ▶ Categories used do not match those used in the expenses table of the final evaluation.
- ▶ Dates are not provided or are outside 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 the grant amount.
- ▶ Listing People as Supplies. If the grantee selects Supplies as the category, be sure 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.
  - ▶ If your address for final payment has recently changed, notify your Designated Agency.

# Questions?

- ▶ Contact your Designated Agency or Melissa Moody, Community Arts Specialist, at [melissa.moody@tn.gov](mailto:melissa.moody@tn.gov)
- ▶ Designated Agency contact information is located in the [ABC guidelines](#).