Grassroots Arts Program

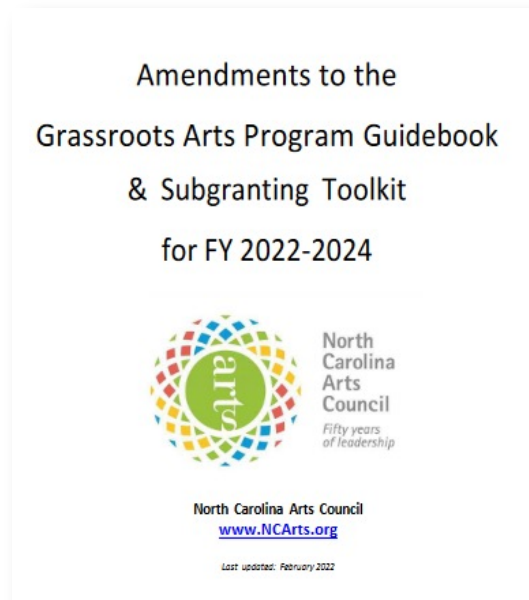Final Report Webinar

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. All final reports will now be submitted electronically. Head to GO Smart, our online grants application and reporting portal, to complete your final report. After you have submitted your final report you will print, sign, scan, then email a copy of the entire report to the NCAC Grants Office at ncac.grantsoffice@ncdcr.gov.

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

To facilitate capacity building within the arts sector, the North Carolina Arts Council is making 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. The standard GAP guidelines found in the "Grassroots Arts Program Guidebook & Subgranting Toolkit" will apply in all circumstances **except for the changes listed on page 3 and 4 of the Amendments.**

Go Smart

Starting point: https://ncarts.gosmart.org/login OR you can go to our website, www.ncarts.org.

REMINDER: always review your profile information to make sure we have the right contact information.

EDIT PROFILE: Check your Organization's Unique Entity ID (UEI).

👤 Additional Information

Organization Type: *(required)*

Performing Group ▾

Applicant Status: *(required)*

Organization - Non-Profit ▾

Applicant Discipline: *(required)*

Dance ▾

Subdiscipline:

Select... ▾

📅 **Date of 501(c)3 incorporation:**

mm/dd/yyyy 📅

FEIN/Tax ID: *(required)*

00-0000000

Mission Statement:

ljdflkj

Organization History:

lkjdfal;k

📅 **Date Organization Formed:**

01/01/2023 📅

📅 **Fiscal Year End Date:**

01/01/2023 📅

Unique Entity ID (UEI):

00000000

Save

Final Report

Find Your Final Report

2022-23 Designated County Partner Final Reports

Grassroots Arts Program – Designated County Partners – Update Application/Report 2022-23

Grassroots Arts Program – Designated County Partners – Update Application/Report 2022-23

▶ START Final Report

Grassroots Arts Program – Designated County Partners – Application for Federal Funds (ARPA) 2022-23

Grassroots Arts Program – Designated County Partners – Application for Federal Funds (ARPA) 2022-23

▶ START Final Report

2022-23 Provisional County Partner Final Reports

Grassroots Arts Program – Provisional County Partners 2022-23

Grassroots Arts Program – Provisional County Partners 2022-23

▶ START Final Report

Grassroots Arts Program – Provisional County Partners Federal Funds Application (ARPA) 2022-23

Grassroots Arts Program – Provisional County Partners Federal Funds Application (ARPA) 2022-23

▶ START Final Report

Saving Your Work & Navigating Sections

Table of Contents

- Project contact
- Federal reporting information
- Narrative and uploads
- Multicultural programs
- Grassroots project expenses
- Grassroots Project income
- Grassroots allocation worksheet
- Subgrant data collection
- Certification
- Submission Page

There are two ways to navigate between final report sections, Save and Next or by clicking on 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

Project Contact

Project contact

Name of organization: *(required)*

Person completing report: *(required)*

County: *(required)*

Your title:

Your email: *(required)*

Your phone: *(required)*

Federal Reporting Information

The NEA primary strategic outcome:

A: Creation: The Portfolio of American Art is Expanded

B: Engagement: Americans Throughout the Nation Experience Art

C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts

D: Livability: American Communities are Strengthened Through the Arts

E. Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.

Choose the *primary* strategic outcome. *(required)*

Select...

Select...
Understanding
Livability
Learning
Engagement
Creation

←

* School Partners should select Learning *

Federal Reporting Information, cont.

Select the project discipline.
(required)

Select...

Select...
Dance
Music
Opera/Musical Theatre
Theatre
Visual Arts
Design Arts
Crafts
Photography
Media Arts
Literature
Interdisciplinary
Folklife/Traditional Arts
Humanities
Multidisciplinary ⬅
Non-Arts/Non-Humanities

Select the activity type. (required)

Select...

Select...
Acquisition
Apprenticeship
Arts Instruction
Artwork Creation
Audience Services
Broadcasting
Building Public Awareness
Concert/Performance/Reading
Curriculum Development/Implementation
Distribution of Art
Equipment Acquisition
Exhibition
Facility Construction/Maintenance
Fair/Festival
Fellowships
Identification/Documentation
Marketing
Operating Support ⬅
Organization Establishment

Federal Reporting Information, cont.

Select the percentage of funded activities that are arts education. *(required)*

Select... ˅

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

Enter the total number of adults engaged in person. *(required)*

Enter the total number of children/youth engaged in person. *(required)*

Enter the number of artists that are directly involved. *(required)*

Federal Reporting Information, cont.

Select all races/ethnicities that make up the population, 25% or more, that benefit from the award.
(required)

☐ 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. *(required)*

☐ 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.
(required)

☐ 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

You can check multiple boxes.

You can check multiple boxes.

You can check multiple boxes.

Federal Reporting Information, cont.

Financial

Grant

Awarded Amount.

Amount spent. *(required)*

List your Total Grassroots allotment in Amount Spent

Narrative and Uploads

1. Describe how the Grassroots funds designated for the DCP organization's administration and programs were used. Describe the benefits of these funds to the DCP organization and county. *(required)*

- This should be at least one substantial paragraph that describes in detail how the Grassroots funds were used. Describe how the funds impacted the county.

- For example: The Arts Council XXX used $$$$ of grant funding for salaries and rent and $$$$ on arts in education programs with John Brown and his band at (X) school impacting ### students in 5th grade and a community concert that impacted ### community members at the town square. This was very successful new partnership with the Town and we plan to do something similar next year. We also subgranted $$$$$ to 10 organizations in our county to support programming and operations for arts nonprofit organizations.

Character Count: 0 out of 5000

Narrative and Uploads, cont.

2. DCPs must spend a percentage of their grant, which could include subgrants, for programming that reflects African American, Asian American, Pacific Islander, Latino, and Native American cultures; this amount is noted in the schedule of county allotments. Please describe how your Grassroots funds were spent to meet the racial and cultural diversity requirement for your county. List the multicultural artists and/or organizations that were supported with Grassroots funds and the amounts spent for each. *(required)*

- Refer to the allotment table and include your required multicultural minimum.

- This narrative will include all of your relevant internal programming that demonstrate the support of artists who identify as Asian, Black/African American, Hispanic/Latino, American Indian, or Native Hawaiian/Pacific Islander.

- This is one of the only narrative areas where you will describe subgrants – if they are multicultural.

Character Count: 0 out of 10000

Narrative and Uploads

3. If your organization used any of the State Grassroots funds to align with the strategy pillars of Capacity-Building, Organizational Stability, and expanding relationships with the diverse organizations and artists in your county, please provide details of the expenses listed in the expense worksheet. Provide examples of the impact of these funds to advance capacity-building, organizational sustainability, or expanding diverse relationships. Share accomplishments and lessons learned from the investment. *(required)*

- Narrative to describe expenses reported in the Strategy Pillars categories: CAPACITY BUILDING, SUSTAINABILITY, EXPANDING DIVERSE PARTNERSHIPS/RELATIONSHIPS

- Narrative should describe how additional funding helped your or subgrantees organizations' build or grow.

- For example: $$$$ was used to support an additional staff person. This allowed us to build an artist database to better promote existing artists in our county. A studio tour is in our strategic plan and our goal is to launch in summer 2026.

Character Count: 0 out of 10000

Uploads

Legislative Letters

4. Attach a PDF document of the emails or letters you wrote to your legislators expressing your appreciation of this grant. *(required)*

No file uploaded.

upload file

Marketing Materials

7. Upload a PDF showing examples of marketing materials and other printed materials using the North Carolina Arts Council credit line and logo. *(required)*

No file uploaded.

upload file   *(Include at least three (3) examples of materials using the N.C. Arts Council logo and Credit line.)*

Save Work

Multicultural Programs

Please list your multicultural artists and/or organizations that were supported with Grassroots funds and the amounts spent for each.
In the first column enter the name and indicate race using the letters A-Asian, B-Black/African American, H-Hispanic/Latino, N-American Indian, and P-Native Hawaiian/Pacific Islander.

In the second column, indicate the amount spent.

For example, XYZ Band-B $2500

- Follow the designators listed – they match with the census. Do not add races.

- Artists listed here should be mentioned in the multicultural narrative and vice versa.

Artists and Programs-Race/Spent Amount

Artist name – racial designator		$ amount supported by Grassroots funds

Grassroots Project Expenses

In addition to normal operating and project expenses we have added these three expense categories in alignment with the strategy pillars.

NEW

SPECIFIC CAPACITY BUILDING EXPENSES: Please report new operating and program expenses using Grassroots funding in FY 23 that strategically built organizational capacity.

SPECIFIC SUSTAINABILITY EXPENSES: Please report new operating and program expenses using

EXPANDING DIVERSE PARTNERSHIPS/RELATIONSHIPS: Please report new operating and program expenses using Grassroots funding in FY 23 that strategically expanded diverse partnership and relationships with your organization.

Grassroots Project Expenses

Show the Grassroots grant amount spent for your organization in the first column.
Do not show subgrant expense. Show at least a 1-to-1 cash match in the second column.

Grassroots project expenses

OPERATING AND PROJECT EXPENSES: Please report any normal annual operating and program expenses using Grassroots funding in this category.	Grassroots Grant	Matching Funds	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			
Marketing			
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

List exactly what Grassroots Grant money and its matching monies went towards.

Grassroots Project Expenses

SPECIFIC CAPACITY BUILDING EXPENSES: Please report new operating and program expenses using Grassroots funding in FY 23 that strategically built organizational capacity.	Grassroots Grant	Matching Funds	Total Cash 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

These expenses should be included in narrative question #1 but elaborated on in narrative questions #3.

Grassroots Project Expenses

	Grassroots Grant	Matching Funds	Total Cash Expenses
SPECIFIC SUSTAINABILITY EXPENSES: Please report new operating and program expenses using Grassroots funding in FY 23 that strategically built organizational sustainability.			
Professional contracts	0 +	0 =	0
Equipment purchase/upgrade	0 +	0 =	0
Capital improvement	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

These expenses should be included in narrative question #1 but elaborated on in narrative questions #3.

Grassroots Project Expenses

	Grassroots Grant	Matching Funds	Total Cash Expenses
EXPANDING DIVERSE PARTNERSHIPS/RELATIONSHIPS: Please report new operating and program expenses using Grassroots funding in FY 23 that strategically expanded diverse partnership and relationships with your organization.			
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

These expenses should be included in narrative question #1 but elaborated on in narrative questions #3.

Grassroots Project Income

Provide data for Grassroots funded programming by the DCP. Do not provide information on subgrants. Total income should equal or exceed total expenses.

	Cash Income
Admissions	
Contracted services revenue	
Other revenue	
Corporate support	
Foundation support	
Other private support	
Federal government support	
State/Regional government support (not including NCAC grant)	
Local government support	
Applicant cash	
Grassroots grant amount (excluding subgrants)	
Subtotals:	0
Income Totals:	0

DO NOT INCLUDE SUBGRANTS

Grassroots Allocation Worksheet

Grassroots Allocation Amount

1. Enter your 2022-23 Grassroots allocation amount: *(required)*

Check allocation chart. This is your total grant award.

Subgranted Amount

2. Enter the Grassroots subgranted amount. Use the total from the subgrant data collection form: *(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

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

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

Did 50% or more of this project activities involve arts education; increasing knowledge and skills in the arts to grades Pre-K– 12? *(required)*
Has this organization ever received a Grassroots Arts Program subgrant before July 2022? *(required)*
What type of organization are they? *(required)*

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

Subgrant Data Collection

I. Organization information

Name of organization

Contact person's name

Contact person's title

Mailing address

City

State

Zip code

County

Work phone

Fax number

Email address

Website

Organization's EIN

Organization's UEI

Applicant race

Subgrant Data Collection

II. Project Description

Please provide a short description of your project using 25 words or less.

III. Project Budget & Expenses

Project Budget

Grassroots Arts Program grant amount

Matching funds

Total project budget

Subgrant Data Collection

Project Expenses

Project expenses should include matching funds since matching funds are required for the state allocation of the Grassroots Arts Program.

Total capacity expenses

Total sustainability expenses

Total expanding diverse relationship expenses

Remaining project expenses

Total cash expenses

Subgrant Data Collection

IV. Participation Statistics

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 project activity involve arts education?

Grassroots Arts Program Subgrant History

Has this organization ever received a Grassroots Arts Program subgrant before July 2022?

What type of organization are they?

- ○ Arts
- ○ Community
- ○ School
- ○ Municipality

Subgrant Data Collection

Once you have input your last subgrant press Save and Next to go to the Certification page.
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.

Instead navigate to Certification from the Table of Contents.

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

○ Arts
○ Community
○ School
○ Municipality

Save Work

Previous   📄 View PDF   Save and Next

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

Subgrant Data Collection

If your organization **DOES NOT SUBGRANT** do not press the Save Work or Save and Next buttons.

Instead navigate to Certification from the Table of Contents.

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

Certification

Signatures for Final Report Packet

We certify that the accompanying Report represents all financial activity related to the receipt, use and expenditure of funds granted by the State of North Carolina for this particular grant during the associated fiscal year and that the expenditures reported were for the purposes appropriated by the General Assembly and in compliance with the applicable laws, regulations, and terms and conditions of the grant documents. This report is presented on the cash basis of accounting and is supported by our financial records. Should a year-end audit of our agency show discrepancies with this report, we will file an amended report. By receiving funds from the State of North Carolina, including state or federal funds from any source including those received from the North Carolina Arts Council, we will also submit for the fiscal year shown above any reports required by the Local Government Commission under General Statute 159-33 or the Office of State Budget and Management under General Statute 143C-6 and the North Carolina Administrative Code, Section 9, subchapter 03M, as well as Form 990 or 990-N required by the Internal Revenue Service depending on our annual organizational income and tax-exempt status.

Treasurer/Financial Officer/Fiscal Agent_____

PRINT NAME_____

Print the report, sign it, scan the report with your signature, and email it ncac.grantsoffice@ncdcr.gov

Authorizing Official_____

PRINT NAME_____

Submission

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
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 budget numbers don't 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)*

Grassroots project expenses

Expense Totals:

Column One Grassroots Grant $

| 0 | **+** | 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 digital and printed publicity materials. We also encourage you to use this on your website, electronic newsletters, and in as many materials and places as possible. Your display of these items serves to recognize 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.

Common Mistakes

Narrative does not give information about programs funded.

- What we are looking for is how you spent this grant.
- Paid program don't give program details
- Grant manager salary but you mention individual artist funds

Final Checklist

- Submit your online report in Go Smart

  - **PRINT** PDF of the final report and uploaded documents

  - **SIGN** certification page

  - **SCAN** the report including upload documents and email to ncac.grantsoffice@ncdcr.gov by July 31, 2023

If you need help with your final report, or have specific questions, contact:

Arts in Communities Director
Janelle Wienke
janelle.wienke@ncdcr.gov
(919) 814-6506

Creative Economies Director
Leigh Ann Wilder
leighann.wilder@ncdcr.gov
919-814-6508

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