



Guidelines for Completing the Universal Final Report Form

As stated in the Grant Award Agreement (contract), Article II. 6 – Report Deadline: all grantees, “...must submit to the Director or his designee, a written Final Report documenting that the Grantee is meeting or has fulfilled all project and financial requirements.”

Final Reports are due by the date specified in Article I of the Grant Agreement, (at the top of the signature page of your grant contract), which is normally calculated as 45 calendar days after your project completion (end) date. “Core” grants that provide general operating support (such as ADV, FEST, HCJ, DAN, and YAM) typically have project completion dates corresponding to the end of the County’s fiscal year (September 30), with final reports being due by November 14.

The Universal Final Report Form may be downloaded from the Miami-Dade County Department of Cultural Affairs website at www.miamidadearts.org/org_resources.aspx . Note, the form is formatted as a password protected “locked” fill-able form written in Microsoft Word.

For assistance with completing the Universal Final Report form, please contact your Miami-Dade County Department of Cultural Affairs program administrator, or call (305) 375-4634.

To complete the Universal Final Report Form:

- **FISCAL YEAR**
Enter the fiscal year corresponding to your grant award. The fiscal year will be stated on your grant award letter. Note, the fiscal year corresponds to the County’s fiscal year of October 1 – September 30 and will match the fiscal year indicated on the grant application for which you were awarded.
- **PROGRAM / QUARTER**
Select the appropriate grant program and/or category for which you were awarded.
- **ORGANIZATION CONTACT INFORMATION**
Provide the name and contact information for the person responsible for the Final Report. This individual will be the person contacted regarding any questions or required corrections for the Final Report.
- **PROJECT / SEASON INFORMATION**
Project Title: The project title can be found in Article I, #3 of your Grant Award Agreement (the contract signature page).

Project Venue: Provide a summary listing of the location(s) of where the project/program activity(ies) took place.



Dates of Activities: Provide a summary listing of date(s) of when the project/program activity(ies) took place. Note, the project dates should fall with the dates stated in Article I, #5 and #6 of your Grant Award Agreement (the contract signature page).

Participation (Attending): Estimate the total number of individuals attending your activity(ies) for the entire project/program. This number represents the total number of audience members.

Participation (Performing/Participating): Estimate the total number of individuals performing/presenting in your activity(ies) for the entire project/program. This number represents the total number of artists or presenters.

Numbers of Children Served: Estimate the numbers of children served per age group and in total, for the entire project/program.

Admission: Indicate if your project/program activity(ies) were free or if a ticket admission, tuition or other fee was charged. If some activities were free and others were ticketed, you may check both. Be sure state the price range for the ticketed project/program activity(ies).

- **PROJECT BUDGET**

The project budget should reflect actual amounts for your total project/program activity(ies), and should correspond to the project budget presented on page 2 of the Restatement of Project Budget included in your Grant Award Agreement (contract).

For “Core” grant programs that provide general operating support (such as ADV, FEST, HCJ, DAN, and YAM), the project budget is the same as the organization’s operating budget for the corresponding fiscal year, and should also match the organization’s IRS Form 990 for that year.

- **GRANT AWARD BUDGET**

The grant award budget shows how the grant dollars were actually spent and must match the grant award budget presented on page 1 of the Restatement of Project Budget included in your Grant Award Agreement (contract).

- **PROJECT SUMMARY: QUESTIONS 11 – 15**

Q 11 – provide a narrative summary of all of the project/program activity(ies) that took place. Hint: this summary should correspond to the project synopsis (summary) presented in your grant application, incorporating any changes that may have occurred.

Q 12 – describe any changes that may have occurred (either positive or negative), which differ from the original project/program as presented in your grant application and Grant Award Agreement (contract). If no changes occurred, state “No Changes”.



Q 13 – provide a summary evaluation regarding the success and/or problems regarding the project/program activity(ies). What did you use to determine whether or not the project/program was successful?

Q 14 – describe how your project/program was marketed. Be specific in regard to the media used and be sure to state what worked successfully.

- **SUPPORT DOCUMENTS**

The support documents serve as a way to document the project/program activity(ies), as well as provide evidence that the project/program was implemented in accordance with the Grant Award Agreement (contract). The support documents should tell a story and is an opportunity to showcase the success of the project/program. Keep in mind that materials related to the project/program must include the required and correct publicity credits as outlined in the Grant Award Agreement (contract).

- **FINAL REPORT EXPENSE SUMMARY TEMPLATE**

Grantees are strongly encouraged to use the Final Report Expense Summary template as an attachment to the Final Report Form to help organize the required cancelled checks and invoices. The template is a Microsoft Excel Spreadsheet that may be customized as needed. The template may be downloaded from the Miami-Dade County Department of Cultural Affairs website at www.miamidadearts.org/org_resources.aspx.

If not using the Expense Summary template, Grantees must still provide evidence of grant expenses and payments and should attach a summary sheet to organize the documentation. The summary sheet must include the following information:

- Grant Budget Category
- Payee
- Service/Sale Date
- Invoice #
- Payment Date
- Check #
- Total Amount of Check
- Grant Allocation Amount

- **CANCELLED CHECKS & INVOICES (EVIDENCE OF PAYMENT)**

Grantees are required to provide evidence that grant dollars were spent in accordance with the Grant Award Agreement (contract). This evidence/documentation must correspond to the grant award budget on page 3 of the Final Report Form.

In order to demonstrate that grant dollars were spent appropriately, Grantees must submit evidence in the form of a receipt or invoice for all grant expenditures – what goods/services were purchased, together with the corresponding proof of payment



(cancelled checks) for those line items. For each grant expenditure, there should be proof of purchase AND proof of payment.

Grantees should provide COPIES (not originals) of the front and back of each cancelled check to show proof of payment. Alternatively, grantees may provide bank issued evidence of payment in the form of a cancelled check summary statement.

Grantees are should NOT make payments in cash, unless an appropriate dated receipt and/or invoice is received documenting the goods or services received and, showing that the bill was paid in full.

Grantees making payment with a credit card must still provide evidence of what was purchased in the form of a dated receipt/invoice and a copy of the cancelled check showing payment was made for the credit card charges.

- **ADA SURVEY**

Grantees are required to complete the Miami-Dade County Department of Cultural Affairs ADA Survey. The survey may be downloaded from the Miami-Dade County Department of Cultural Affairs website at www.miamidadearts.org/org_resources.aspx.

- **TDC ONLY: QUESTION 19**

Q 19 – This section is to be completed by Tourist Development Grants (TDC) grantees only, in order to document the impact of the project/program on Miami-Dade County tourism.