How to Manage Your Grant

2024-2025

Kansas
Department of Commerce
Kansas Arts Commission

AD ASTRA PER ASPERA

Monday, August 5, 2024

12:30 p.m. | Zoom

Housekeeping

Cameras off and mics muted, please

Q&A is at the end

Chat your question for inclusion in Q&A

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Agenda

Overview of the Next Year

The Contract

Payment Process

Reporting

Public Art and Murals + Visiting Artists

Q&A

Overview of Process: Step One

1. Accept the award and we gather info

2. You get "Contract Details Form"

3. Make a timeline

4. Determine your "Deliverable 2"

5. Submit Grant Budget

6. Do webinar and ace the quiz

7. Get paid (half your grant funds)

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Overview of Process: Step Two

1. Complete your deliverable
2. Upload documentation and expenditure log
3. Get paid (second half of grant funds)
4. Do mid-year report by January 30, 2025

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Overview of Process: Step Three

1. Final Report by August 30, 2025
   a. shows how payment two was spent
   b. includes FULL project budget
2. Save receipts, but don't send them to us
3. Celebrate another great project!

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Contract Details Form (page 1)

- Used to create the contract
- Payments are tied to achievement of "deliverables"
- Payment 1
  - Achieve Deliverable 1
  - Document Deliverable 1
- Payment 2
  - Achieve Deliverable 2
  - Document Deliverable 2
  - Show how you expended Payment 1

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Contract Details Form (page 2)

- Org name
- Grant Number
- Type of Grant
- Project Title
- Deliverable 2
- Deliverable 2 – Documentation
- Grant Authorizing Official and Contact
- Project Budget
- W-9

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Contract Details Form (page 3)

Deliverable 2

- **It is what a grantee produces**
- It is related to the grant project as described in the application
- Doesn't need to be a direct reflection of the budget
- The grant project is not "Pay the executive director's salary," but the executive director's work IS necessary to complete the project.

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Contract Details Form (page 4)

Deliverable 2 (more)

- It's general. Don't be TOO specific.
    - A museum might say they "will execute at least one exhibition…"
    - Theatres might say "at least one production…"
    - Many types of festivals might say "to execute at least one artist contract," especially if the festival happens late in the grant period
    - Avoid using people's names and specific dates

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Contract Details Form (page 5)

Deliverable 2 Documentation
- This is how you demonstrate completion
- Examples:
    - Marketing materials
    - Sign in sheets
    - Media coverage
    - Almost anything that shows the grantee "did the thing"
    - Will NEVER be a receipt or invoice

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Contract Details Form (page 6)

Project Budget
- ONLY shows grant funds and match
- What grant funds and match can be used for:
  - ANYTHING related to the project that isn't non-allowable
  - Non-Allowable – see the Guidelines

Contract Details Form (page 7)

Project Budget | Non-Allowable:

- State and Federal funds may not be used as match
- No expenses incurred or obligated outside the grant period
- Capital expenditures
- Bad debts, contingencies, fines and penalties, taxes other than payroll taxes, depreciation, bank fees, credit card fees
- Costs of goods for resale
- Private hospitality or entertainment
- Food and beverages
- Awards, plaques, scholarships
- Activities not open to all the public
- Re-granting
- Contributions/donations to other organizations
- Mortgage payments
- Payments to Commerce employees

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Contract Details Form (page 8)

Project Budget

Match ONLY expenses:

- Equipment costing over $5,000
- Property improvements
- Fixtures
- Space rental
- Building maintenance

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Contract Details Form (page 9)

Project Budget Form

<div style="text-align: center">

PROJECT EXPENSES

</div>

Please complete the Proposal Expenses page first. Then complete the Proposal Income page using the tabs at the bottom of the window. Please enter your organization's name on the Proposal Budget Overview page. The rest of the page will auto-populate.

1. Grant funds – these are the funds you are requesting from the state
2. Cash match – these are cash expenses that are expended from funds earned or raised by your organization
3. In-kind – this is the value of donated goods and services that are contributed to your organization

Grant #:				
Grantee Organization:				
1.1 Personnel: Administrative				
DESCRIPTION	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	Total
				$0
				$0
				$0
Personnel: Administrative Totals	$0	$0	$0	$0
1.2 Personnel: Programmatic				
DESCRIPTION	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	Total
				$0
				$0
				$0
Personnel:Programmatic Totals	$0	$0	$0	$0

Contract Details Form (page 10)

Project Budget Form

PROJECT EXPENSES

Please complete the Proposal Expenses page first. Then complete the Proposal Income page using the tabs at the bottom of the window. Please enter your organization's name on the Proposal Budget Overview page. The rest of the page will auto-populate.
1. Grant funds – these are the funds you are requesting from the state
2. Cash match – these are cash expenses that are expended from funds earned or raised by your organization
3. In-kind – this is the value of donated goods and services that are contributed to your organization

Grant #: 25.xx.xxx.xxx

Grantee Organization: Sample Organization

1.1 Personnel: Administrative

DESCRIPTION	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	Total
Administrative Assistant	$5,000			$5,000
				$0
				$0
Personnel: Administrative Totals	$5,000	$0	$0	$5,000

1.2 Personnel: Programmatic

DESCRIPTION	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	Total
Musicians		$3,000	$2,000	$5,000
				$0
				$0
Personnel:Programmatic Totals	$0	$3,000	$2,000	$5,000

Category

Line Items

Contract Details Form (page 11)

Project Budget Form
- Make your expenses AS SIMPLE AS YOU CAN
- Fewer line items is better
- Don't use people's names
- Grant and match only
- Don't use "miscellaneous"
- Expend the first payment AND achieve Deliverable 2 to get 2nd payment
- Make deliverable achievable around when you've spent the first payment

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Contract Details Form (page 12)

- Work with KAC staff to complete the Contract Details Form
- When it's ready, we will go through our process and send you the contract through DocuSign
- After the contract is executed, you upload documentation for Deliverable 1:
  - Timeline
  - Webinar Quiz Certificate
- We will process the payment

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How to Contact

Best to contact through Submittable
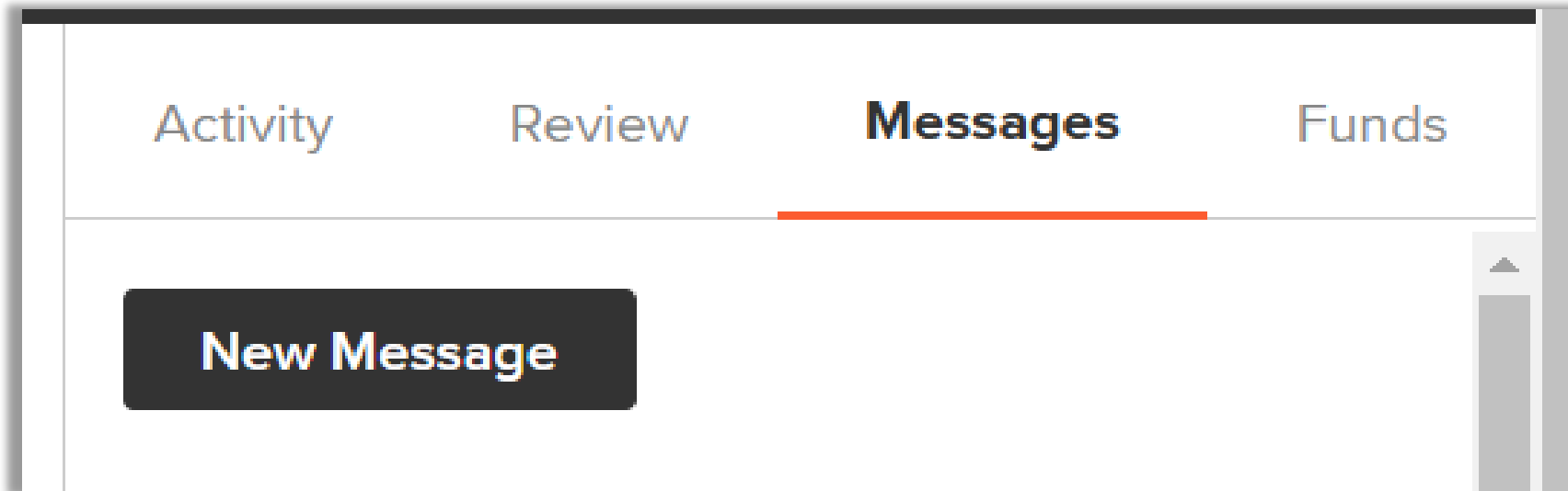
Who to Contact

Grant number: 25.xx.**XX**.XXX

Code	Discipline	Rep
14	Multidisciplinary	Alex Kimball Williams
20	Arts in Education	Christie Dobson
23	Professional Theatre	Christie Dobson
01	Dance	Julian Montes
10	Literature	Julian Montes
21	Museums	Julian Montes
05	Visual Arts	Kelly Yarbrough
16	Presenter	Kelly Yarbrough
09	Media Arts	Lonita Cook
22	Community Theatre	Lonita Cook
02	Music	Nick Carswell

Visiting Artists/Public Art & Murals:
Kate Van Steenhuyse

Contact info on website:
https://www.kansascommerce.gov/program/kcaic/map/

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Payment 2

You get this payment when you have:

- Achieved Deliverable 2
- Expended Payment 1

You must:

- Upload Documentation
- Submit the Payment Request Form
  - Includes Expenditure Log
  - Variance of more than 20% in a category? Then a contract amendment is needed

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Expenditure Log

Grant Number:		Grantee:	

Transaction Number	Payment Date	Payee	Transaction Total	Grant Funds	Cash Match	In-Kind Match	Budget Item	Description
Example: 145	7/31/2024	K-Mart	$176	$35	$0	$0	1.5 Outside Fees & Services: Other	Paint and Painting Supplies

Ready for an Audit?

You don't need to upload receipts or invoices, BUT
KEEP RECEIPTS AND INVOICES 3 YEARS AFTER END OF GRANT
because…

- Kansas Arts Commission WILL audit 3-4 grants at random
- Federal audits can also occur

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Public Art and Murals and Visiting Artists

Timeline

Award Notification & Award Acceptance (Submittable)

Letter of Agreement (via email from DocuSign)

Grant activity happens in the Period of Performance:

July 1, 2024 – June 30, 2025

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Public Art and Murals and Visiting Artists

Timeline (continued)

- Payment requests
  - Submit as needed
  - Use "Request for Payment Forms" (Submittable)
  - Based on "reimbursements for expenses" referenced in agreement

- Retain support documentation

- Final Report due within 30 days of project's end

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Congratulations

We are very excited to work with you!

You've already made progress by attending this webinar. Don't forget the webinar quiz. It's required!

https://forms.gle/JS9rtHtKYjPNY4w49

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Questions?

Q&A

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