

## Final Report Tips for Grantees Who Received CARES Act Funding (Grant number: xxxxxxx-95-20)

Please review these tips in conjunction with our overall guidance for FY20 reporting: [How to Prepare Your FY20 Final Reports](#).

### **Final Descriptive Report (FDR):**

CARES Act reporting is purposely streamlined and meant to be limited in scope. Report only on the \$50,000 award by telling us who (people/position titles) and what (facilities costs, if applicable) was supported. **Do not report on programmatic activity.**

The **Project Narrative** question is multi-part. The following guidance lets you know exactly what we are looking for in response to the narrative question:

- ***What did this project accomplish and who benefited?*** Tell us which positions were supported during the award's period of performance. If your approved project budget included facilities costs, tell us about those as well. Maintaining support of these costs is your accomplishment.
- ***Please include any direct and indirect benefits/impacts that resulted from this grant.*** The direct benefit of CARES funding allowed most grantees to save jobs and/or help secure an organizational home. We are interested in the big picture perspective, not the impact on specific projects and programs.
- ***Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities).*** Individual beneficiaries are the CARES-supported staff and your organization as a whole. If the CARES Act funds allowed your organization to continue serving your community, describe that community in general but NOT as specific audiences for specific programs.

The **Number of Individuals Compensated from the Project Budget** should only include employees, contractors and artists who were paid from the \$50,000 award. Do not include other staff/contractors/artists. When reviewing your final report, we will validate these numbers against your approved project budget.

*The FDR seems too easy?* It is meant to be easy, and we have asked for exactly the information we need. We are thrilled that CARES Act funding saved arts organizations, but remember: the grant supported staff and facilities costs, NOT programmatic activity. Limit your reporting to job support and facilities.

### **Federal Financial Report (FFR):**

Your FFR must only include expenses consistent with those in the approved project budget, which can be found in the Documents tab for the award in REACH.

- CARES Act grants do not require a 1:1 match/cost share. Line 10j on your FFR must be \$0.
- If you are submitting a payment request alongside your final report, the payment request should also be limited to the \$50,000 award and must not include match/cost share funds.

### **Geographic Location of Project Activity Report (GEO):**

Your GEO should include the addresses for facilities supported by the approved project budget as well as locations where supported personnel worked. If impacted by COVID, the GEO should include the organization's primary address rather than home offices.