



MONTANA ARTS COUNCIL

CARES Follow Up Reporting a.k.a “CARES Final Report” FAQ’s

CARES Follow UP Reporting is the final step in the process of the CARES Grant and part of your obligation as a CARES grantee. Inside the online grant system, this report is titled “CARES Followup Reporting”, but in this document it is referred to as the CARES Final Report. The Montana Arts Council requires these reports in order to meet our own reporting obligations to both the State of Montana and the National Endowment for the Arts (NEA). But beyond data, we hope to hear your stories about the ways that the CARES grant allowed you to continue your artistic practice during the pandemic. This document focuses on the CARES Individuals and CARES Recovery grants, for CARES Partners support, reach out directly to MAC Staff.

Please feel free to reach out to the Montana Arts Council with any additional questions or help completing the final report. If you have accessibility concerns, please contact us for accommodations.

Contact: Brian Moody, 406-444-4700, brian.moody2@mt.gov

Montana Arts Council, 406-444-6430, mac@mt.gov

Where do I find the CARES Final Report?

Log in using your email and password at www.art.mt.gov/application . The final report located in the follow up Forms section of the User Dashboard. It’s titled “Followup Reporting CARES Individuals” or “Followup Reporting CARES Recovery”. Click on the blue Edit button to open and submit the form.

When is the CARES Final Report due?

Your due date depends upon your payment date (learn how to find your payment date below). If you received payment before 12/31/2020, it is due 90 days after receiving payment or February 1st, 2021, whichever comes first. If you received payment after 12/31/2020, your due date is 90 days after you receive payment.

How do I find my payment date?

From the User Dashboard—located at www.art.mt.gov/application make sure the “Active Requests” tab is selected. Your Montana CARES Individuals grant should be the first application listed. Click on the blue “View Details” button. This will take you to the Request Summary screen. Once here, click on the \$ Award Details button. Finally, click the grey Installment Form drop-down form. This will display the payment date.

Why do I need to complete the Final Report?

Completion of the final report is part of the terms of the agreement you signed upon receipt of the grant. Failure to complete the final report could affect future eligibility for Montana Arts Council grants. The final report represents an important part of MAC’s own reporting, transparency, and accountability requirements as a state agency. In turn, the reports are key for the National Endowment for the Arts.

What is the “award period” referenced in the Final Report?

For CARES Individuals:

The award period begins on the date you were notified that you were awarded the grant. The award period ends when you submit the final report. Your notification date can be found on the User Dashboard. It is listed as the “Approved” date.

For CARES Recovery:

Since CARES Recovery is a reimbursement grant, the award period begins at the start of 2020 and ends when you submit the final report.

The Financial Section....Help!?!?

Amount Awarded= Your grant award amount.

Montana Arts Council Amount Spent=This should equal your award amount.

Use of Funds=Did your intended use of funds match your use of funds in practice?

Use of Funds Description=Describe the ways that your use of funds differed from the plan laid out in your original application. You’ll want to refer to your “Use of Funds” narrative response and your budget sheet in the original application for this question.

Total Expenses=This should be equal to or greater than your award amount.

Total Income=This is your total income during the award period. This number can be greater than your expenses.

Total In-Kind=In-Kind is a donation of services, materials or fees. In-Kind is often not applicable to individual artists.

Financial Information Spreadsheet=Click on the link to open and save the spreadsheet to your computer. Please save as either an Excel or PDF file when you upload it back into the form. In the Expense section, define your expenses as described in the application—or define your expenses in the final report if they differed from the original application. In the Total Income for the Award Period section, define your income in several different categories. You can list income above your expenses. Finally, in the Funds Disclosure section, describe any income in any of the specific categories listed.

How do I get the Financial Information spreadsheet to download?

Depending on the web browser you use, the Excel spreadsheet located in the Financial Information section might not open and download immediately. For example, in Google Chrome you may have to right click and select “Open Link in New Tab” in order for it to download. If you can’t get the spreadsheet to download, email brian.moody2@mt.gov to request a copy.

How do I complete the “Legislative + Congressional Communication” section?

Representatives need to be contacted in writing, but this can be done via email or hard copy. If you contacted representatives via email, save a copy of the sent message that clearly shows the recipient and upload it in the appropriate space. If you contacted them via mail, upload a copy of the addressed letter in the appropriate space. Some representatives can only be contacted electronically via email forms on their websites. Include a screenshot of the filled out form if you contact a representative that way.

Can I include virtual or online engagements in my reporting in the “Statistical” section?

According to National Endowment for the Arts (NEA) definitions, people “reached through TV, radio or cable broadcast, the Internet, or other media” should not be included in your statistical reporting. That said, if you shifted any projects to online or did online work, you can describe it in your narrative responses.

Am I required to include materials in the “Additional Documentation” section?

No, the upload boxes and accompanying text boxes in the “Additional Documentation” section are optional. If some aspect of your final report needs more documentation or you want to share photos of the work that the grant supported, you can upload it here.