



FY24 Equipment & Supplies Final Report Instructions

Final Report Checklist

- A copy of the Equipment or Supplies receipt as proof of cost
- Narrative questions outlining the impact of purchased equipment on students (see questions below)
- Evidence of impact in the form of images, video, testimonials, etc
- **Final reports must be received no later than September 30, 2024**

Questions? Please contact MACC Program Manager, Chad Swan-Badgero at badgeroc@michigan.org.

Final Report Basics

SUBMITTING YOUR FINAL REPORT

Access and submit your final report and expenses online along with at <https://macc.smartsimple.com>

REIMBURSEMENT

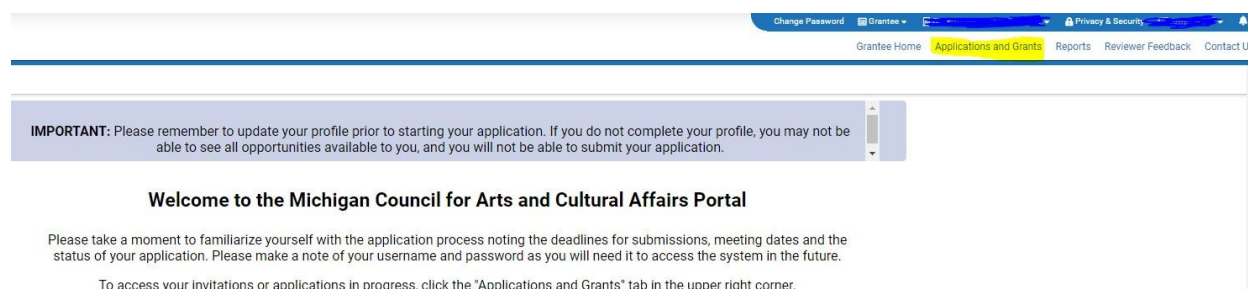
- FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS, after purchases have been made. Awardees must present a PAID receipt or copy of check used to pay for supplies.
- MACC will reimburse the school for supplies purchased within approximately 60 days of receipt of the final report.

Final Report Overview

In order to complete the Final Report, the grantee must log into SmartSimple using the same credentials as were used to log in to create the original grant application. **Please do not create a new account.** Once logged in, the system will guide you through the four tabs that must be completed prior to submitting the final report. Please read the accompanying instructions or utilize the tooltips next to each question (indicated by a “?”) to determine what each question is asking. Like the application, navigate the final report by clicking the tabs on the main page. At the bottom of each page is a “Save Draft” button . Be sure to save your work often to avoid any loss of information. You’ll need to complete all four tabs before submitting the final report.

How to access/begin your final report

- 1) On the SmartSimple homepage select “Applications and Grants” in the upper right corner



- 2) Click on the “Awarded” tab then select “Open” on the right side of the grant award

My Applications

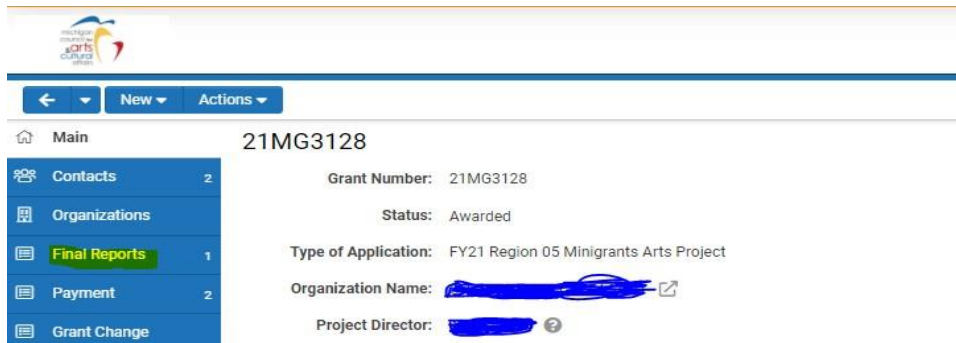
see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

ED (0) **AWARDED (2)** NOT AWARDED (0) CLOSED (0) ACKNOWLEDGEMENTS (2)

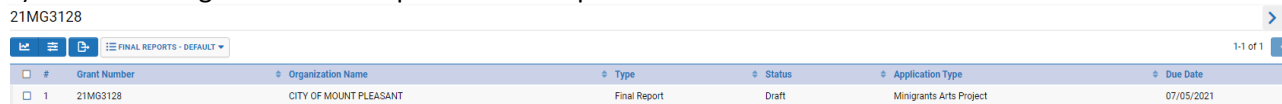
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Grant Number	Project Name	Application Type	Amount Requested	Amount Awarded	Status	
210S2121		Operational Support	\$25,000	\$12,500	Awarded	Open
21MG3128	Paint the Pavement (formerly Intersection)	Minigrants Arts Project	\$3,000	\$1,750	Awarded	Open

3) Click on “Final Reports” on the left side menu



4) Click on the grant award to open the final report



Please be sure that all sections of the final report are completed before submitting. Below, are the steps to completing your final report.

What is required in each section of the final report:

“GENERAL” Tab:

Information in this section will be auto filled from your original application. Review the information to ensure that it is still correct. If any of this info is incorrect, please fill out a *Change of Grant* form and send it to MACC so contact data can be updated. You cannot move forward with the final report until this info is correct. If everything is correct, click “Save Draft” at the bottom of the screen and move on.

“REPORT DETAILS” Tab:

Review the information under “Project” to be sure the project description is correct. Then move on to the “Participation Summary” section. Work your way through each question. Instructions are explained under each question. When you’ve completed each question, click “Save Draft” at the bottom of the screen and move on.

“QUESTIONS & ATTACHMENTS” Tab:

Answer the questions in this section with as much details as possible. This is where you’ll tell us what you did for your project and how it went. Include links to images, videos etc to show us how your project went and how you gave MACC credit for your project in the Supplemental

Materials section. All documents attached should be in PDF format. When you've completed each question, click "Save Draft" at the bottom of the screen and move on.

"CERTIFICATION" Tab:

Once you have completed the final report you will need to send the Final Report Certification by clicking on "Send Certification". A DocuSign email will be sent to the Project Director to complete. Once the Project Director completes the DocuSign then it will go to the Authorizing Official to complete the DocuSign.

Final Report Submission

Final Reports must be submitted on-line no later than **5:00 p.m. EST September 30, 2024.**