



arts NOW grants

Financial Report, FY2024

Financial Report Deadline: Thursday, February 15, 2024

The Nebraska Department of Education, in partnership with the Nebraska Arts Council, is pleased to provide funding for arts education projects to Nebraska's school districts.

PREVIEW COPY ONLY.

You will receive a fillable financial report via email.

Program Description

The Arts NOW Grants are provided to public school districts in Nebraska serving students in grades K through 12 for arts education projects that help them achieve excellence in arts education while implementing the [Nebraska Standards in the Fine Arts](#). These funds are intended solely for project completion of immediate need and must demonstrate the impact on arts learning.

This reimbursement grant must expend funds and provide documentation of receipted expenses no later than 11:59 PM CT on Thursday, February 15, 2024. Reimbursements will be processed only if all documentation has been completed.

Projects must be completed with a final narrative report submitted by 11:59 PM CT on Monday, May 1, 2024. This report will demonstrate the impact of the Arts NOW Grant program.

This is a onetime grant, with no possibility of renewal, due to the availability of the funds that have been awarded from the National Endowment for the Arts to the Nebraska Arts Council and then to the Nebraska Department of Education. This grant program cannot be continued to another fiscal year. CDFA #45.025 Promotion of Arts Partnership Agreements.

The [Arts NOW Grants website](#) contains all documents for the Arts NOW Grants Program.



For more information contact

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Nebraska Department of Education
PO Box 94987
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email - cody.talarico@nebraska.gov
grant email - nde.artsnowgrants@nebraska.gov.

Please use the grant email for all communication pertaining to the Arts NOW Grant program.

The mission of the Nebraska Department of Education is to lead and support the preparation of all Nebraskans for learning, earning, and living.

Program Partnership

The Arts NOW Grants are provided to school districts through a partnership with the Nebraska Arts Council. Funding for this grant program has been generously provided by Nebraska Arts Council, whose mission is to promote, cultivate, and sustain the arts for the people of Nebraska. Visit the [Nebraska Arts Council website](#) to learn more.



NDE Arts NOW Grant Project Number

Enter the NDE Arts NOW Grant Project Number found on your Arts NOW Grant Award Notification. **This information will be pre-loaded in your AdobeSign report.*

Amount Awarded

Enter the award amount of your Arts NOW Grant project. This amount is found on your Grant Award Notification. **This information will be pre-loaded in your AdobeSign report.*

Address Book Number

Enter the school's address book number. **This information will be pre-loaded in your AdobeSign report.*

School District Name

Enter the name of the public school district. This information will be used for the project activity location. **This information will be pre-loaded in your AdobeSign report.*

Name of Contact Person

Enter the name of the contact person.

Title of Contact Person

Enter the title for the contact person.

Email Address of Contact Person

Enter the email address for the contact person. **This information will be pre-loaded in your AdobeSign report.*

Total Amount of Actual Expenses Requested for Reimbursement

Indicate the total of your documented expenses for which you are seeking reimbursement up to your award amount. This should be the same number as your Budget Worksheet (Cells K3 or H41). ****This amount will be entered five (5) times on Form 28-003 (on page 4) on Part I lines B, C, and E, and also in Part 2 of Form 28-003 on lines 5 and 6.*** *Once you enter the amount here, the amount will auto-populate on Form 28-003 on the AdobeSign report.*

Grant Information and Budget Spreadsheet

Please email your *completed* Arts NOW Grant Spreadsheet to nde.artsedgrants@nebraska.gov.

- A. Yes = I have emailed the grant spreadsheet.
- B. No = I have not emailed the grant spreadsheet. Selecting this option will automatically reject your financial report and may delay or cancel reimbursement payments.

Note: You will receive an Arts NOW Grant Budget Spreadsheet to complete and return via email.

Documentation of Expenses

Please upload a PDF file of all receipted expenses up to your award amount. Size limit of 10MB.

Attachment – Detailed paid invoices will be uploaded to substantiate your grant expenditures.

Additional Documentation of Expenses

Use this if you need additional space to upload receipted expenses up to your award amount. Size limit of 10MB.

Attachment – Additional room if needed. *This field is not required.*

Reimbursement Requirement

The school district affirms that all vendors have been paid or it will pay all invoices submitted in the documentation of expenses.

- A. Yes
- B. No = Selecting this option will automatically reject your financial report and may delay or cancel reimbursement payments.

REPORT OF EXPENDITURES AND ESTIMATED REQUIREMENTS OF GRANT FUNDS

TITLE OF GRANT PROGRAM: Arts NOW Grant Program

| | |
|---|---|
| PROJECT NO.: <i>*This information will be pre-loaded in your AdobeSign report.</i> | FISCAL YEAR PROJECT APPROVED: <u>2023-2024</u> |
| APPLICANT NAME: <i>*This information will be pre-loaded in your AdobeSign report.</i> | PREPARED BY: <i>*This information auto-populate from the contact name on page 3.</i> |
| PREPARER'S E-MAIL ADDRESS: <i>*This information auto-populate from the contact email on page 3.</i> | PREPARER'S TELEPHONE NUMBER: Enter your school telephone number. |

| PART I - Report of Expenditures for the Period Beginning <u>12/8/2023</u> and Ending <u>02/15/2024</u> | |
|--|--|
| ITEM | AMOUNT OF EXPENDITURES |
| A. Expenditures Previously Reported: (line C from previous report) | 0.00 |
| B. Actual Expenditures for Current Report: | Enter the total grant expenditures, up to the award amount, for reimbursement here. This amount will auto-populate from page 3. |
| C. Grant to Date Reported Expenditures: (line A + line B) | Enter the total grant expenditures, up to the award amount, for reimbursement here. This amount will auto-populate from page 3. |
| D. Grant to Date Reimbursement Received: | 0.00 |
| E. Cash on Hand for Reporting Period: (line D - line C) | Enter the total grant expenditures, up to the award amount, for reimbursement here. This will be a negative number. This amount will auto-populate from page 3. |

| PART II - Estimated Reimbursement Requirement for Period Ending <u>2/15/2024</u> | |
|---|--|
| MONTH GRANT REIMBURSEMENT IS NEEDED | ESTIMATED AMOUNT NEEDED |
| 1. Enter Month February | 0.00 |
| 2. Enter Month Select Month Reimbursement Needed | 0.00 |
| 3. Enter Month Select Month Reimbursement Needed | 0.00 |
| 4. (Add 1, 2 and 3) Total | 0.00 |
| 5. Less grant Cash on Hand at end of Reporting (Same as Part I line E) | Enter the total grant expenditures, up to the award amount, for reimbursement here. This will be a negative number. This amount will auto-populate from page 3. |
| 6. Net amount of Grant reimbursement required (line 4 - line 5) | Enter the total grant expenditures, up to the award amount, for reimbursement here. This amount will auto-populate from page 3. |

REMARKS:

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purpose they were granted.

| | |
|--|--------|
| Type or Print Name of Authorized Representative: | Title: |
| Signature of Authorized Representative | Date: |

PREVIEW COPY ONLY.

You will receive a fillable financial report via email.

Sharing Your Grant News

Don't forget to share the impact of the Arts NOW Grant with your students, parents, community, and stakeholders. It is important that your stakeholders and officials know how public funding helps bring the arts to Nebraska. For complete information on sharing your grant news, please [see pp. 12 of the Arts NOW Grant Program Packet](#).

By accepting an Arts NOW Grant, you agreed to acknowledge the NDE, NAC and Nebraska Cultural Endowment (NCE) in all advertising, news releases, printed programs, on social media, and any other promotional and publicity materials. Acknowledging NDE, NAC, and NCE support emphasizes the importance of partnerships and government funding for arts education. For complete information on Sharing Your Grant News, refer to the section with the same name in the Arts NOW Grant Award Packet. If using twitter, you are encouraged to mention @NDE_FineArts, @NEArtsCouncil, and @NebraskaCulture, and use #FineArtsEdNebraska and #ArtsNOWGrant.

You will need to include specific artifacts such as pictures, articles, posters, advertising, printed programs, or screen shots of social media in your final narrative report, which is due May 1, 2024.

Retaining Income and Expense Records Acknowledgement

All monetary expenses require documentation and/or verification. Your school district must keep these expense records for review at any time. Expense verification occurs in the final report or in audits. *You must keep all financial records for three years, so they are available for a selective audit.* Acknowledge that your school district is able to retain all financial documents related to this grant project.

- A. Yes
- B. No = Selecting this option will automatically reject your final report and may delay or cancel reimbursement payments.

Authorized Representative

- Indicate the name of your school district's Authorized Representative.
- List of the title of your school district's Authorized Representative.
- List the email address of your school district's Authorized Representative.

Submitting Your Financial Report

Financial Reports Deadline

The financial report for your Arts NOW Grant is due by 11:59 CT on February 15, 2024. Failure to submit your completed final report with receipted documentation may delay or cancel reimbursement payments.

Retaining Income and Expense Records

All monetary expenses require documentation and/or verification. Your school district must keep these expense records for review at any time. Expense verification occurs in the final report or in audits. *You must keep all financial records for three years, so they are available for a selective audit.*

Signatory

Signature of Contact Person

Please sign and date the financial report.

Signature of Authorized Representative

Please sign and date the financial report.

To be added by NDE Grant Administration Staff

Financial Report Received

Indicates that the report has been received.

Instructions for Report of Expenditures and Estimated Requirement of Grant

Due Dates: Consult your program specific instructions for appropriate due dates.

General Instructional: Federal regulations state that funds from different grant years cannot be reported together. Both expenditures and receipts from different grants must be reported separately.

HEADING:

- (1) Indicate your project number. This is your six-digit county/district number plus any suffixes (ie. 27 -0046 161037-01 or 071007-8EC37T-01).
- (2) The Fiscal Year Project Approved is the school year or period during which the project was approved.
- (3) Name of the Applicant participating in the grant.
- (4) Name of the person preparing the form.
- (5) E-mail address of the person preparing the form.
- (6) Telephone number of the person listed in #4.

PART I - REPORT OF EXPENDITURES

First date - beginning date of the project. Date listed on the approved letter.

Second date - cutoff date for expenditures included on line B.

Line A If this is the first report of the grant, Line A will be zero. After the first report, Line A will be the Grant-to-Date expenditures as reported on Line C of the previous report.

Line B Include all expenditures for the current report only. These expenditures cannot be included on Line A. Expenditures must be documented by either a Record and Report of Finance (NDE 28 -004) or appropriate computer printouts (monthly budget status reports and Journal Entry printouts). Report the current report's beginning and ending dates.

Line C Add Line A and B and enter the total. This total should equal the Grant-to-date expenditures through the cutoff date of this report.

Line D Enter the Grant-to-date reimbursement received from NDE.

Line E Subtract Line C and Line D to determine cash balance. This may be a negative number.

PART II - ESTIMATED GRANT REQUIREMENTS FOR NEXT QUARTER

Report quarter ending that funds are being requested.

General Instructions - Part II is the section that funds are requested. Due to federal cash management regulations, federal grants should not be requested in excess of estimated obligations for the next quarter. Excess cash balances are to be limited in federal program.

Line 1 Enter the month grant funds are being requested and the dollar amount.

Line 2 Enter the month grant funds are being requested and the dollar amount.

Line 3 Enter the month grant funds are being requested and the dollar amount.

Line 4 Add Line 1, 2, and 3 and enter total

Line 5 Enter the Grant Cash on Hand as report on Line E.

Line 6 Enter the Net amount of Grant reimbursement required for the next Reporting Period. If Line 5 is positive, subtract Line 5 from Line 5 and enter the result. If Line 5 is negative, add Line 5 to Line 4 and enter the result.

SIGNATURE BLOCK

School District Reports must be signed and dated by the district's authorized representative. The name and title of the representative must be recorded in the board minutes. The authorized Representative must be a designee of the organization and be so designated on the appropriate contract or agreement form.

Retain a copy for your file and submit the original to Nebraska Department of Education.

PREVIEW COPY ONLY.

You will receive a fillable financial report via email.