

# MIAMI-DADE NONPROFIT SUPPORT GRANTS GRANT REPORT TEMPLATE

Final grant reports for the Miami-Dade Nonprofit Support Grant Program should be submitted to The Miami Foundation via Submittable here - <https://miamidadenonprofitsupportgrants.submittable.com/>. This document provides an overview of the questions asked as part of the final report and should be used to prepare your report.

**Final reports are due by February 12, 2021 at 11:59 pm EST.** There will be no exceptions to this deadline. Grantees that do not submit a final report by this date are at risk of grant funds being pulled back.

If you have questions about your grant or the final report please send an email to [support@miamifoundation.org](mailto:support@miamifoundation.org).

## About the Program

The Miami Foundation, in partnership with Miami-Dade County, through its Department of Public Housing and Community Development (PHCD), offered one-time grants to nonprofits to help provide relief to organizations impacted by the Coronavirus (COVID-19). This \$10 million in funding is made possible from federal Coronavirus Relief Funds and must be used to cover employee payroll, business interruption costs, reopening, and other expenses related to COVID-19. Learn more here: <https://miamifoundation.org/covid19reliefgrants>.



## SECTION 1: ORGANIZATION INFORMATION

1. Primary Contact Full Name
2. Primary Contact Email Address
3. Primary Contact Phone Number

## SECTION 2: USE OF GRANT

4. Describe how grant funds were used. (500 words)  
Provide a detailed explanation how your organization utilized the grant funds and the impact on your organization's operations and/or the people you serve.
5. Was the full grant award used for the approved categories of expenses and applied towards expenses incurred between March 1, 2020 – December 30, 2020 as outlined in the Program Guidelines and the Grant Agreement?

Yes or No

**5(a).** If No, please provide an amount and detailed explanation for grant funds that were not utilized for expenses incurred during the approved period of time.

*Note, any grant funds, and any income earned on those funds, that were not spent for the approved purposes of the grant during the period March 1 – December 30, 2020, must be returned to the Foundation. A member of the Foundation team will be in touch soon.*

- 6.** Did you have any variances from the approved budget that was submitted as part of the application?

Yes or No

Variances are allowable only between approved line items expenses. Documentation will be needed to substantiate the expense and confirm it is an allowable expense. Review the Program Guidelines for allowable expenses.

6(a). If Yes, please explain the variance.

- 7.** (optional) What is the remaining unmet financial need for your organization related to COVID-19 impacts? What impact on your organization's operations and/or the people you serve would those funds make?
- 8.** (optional) What is the outlook for your organization heading in to 2021 as it relates to COVID-19?
- 9.** (optional) Comments  
Is there anything else you would like to share with The Miami Foundation and Miami-Dade County as it relates to this grant award?

## SECTION 3: FINANCIAL REPORT

### 10. Financial Report

The Financial Report Form is built directly into the Submittable form. Use the below table to prepare your report.

If your organization only received grant funds for **reimbursements** (expenses incurred Mar 1 - Aug 31) you do NOT need to complete this financial report. If your organization only received grant funds for **future projected expenses** (expenses incurred Sept 1 - Dec 30), you MUST complete this financial report. If your organization received both **reimbursements and future project expenses**, your MUST complete this financial report for the portion of funds received related to future projected expenses.

| Expenses   | EXPECTED PROJECTED EXPENSES          | ACTUAL PROJECTED EXPENSES |
|--|--------------------------------------|---------------------------|
| <b><u>Business Interruption Costs</u></b>  |                                      |                           |
| Staff Support:   |                                      |                           |
| Facilities Overhead Costs:   |                                      |                           |
| Rent/Mortgage Payments:  |                                      |                           |
| Paid Expenses for Canceled Programs:   |                                      |                           |
| Other Expense (1)  |                                      |                           |
| Other Expense (2)  |                                      |                           |
| <b>Business Interruption Costs Sub-Total</b>   | (auto-fills)                         | (auto-fills)              |
| <b><u>Mitigation Expenses for Reopening</u></b>  |                                      |                           |
| Staff Costs Related to Preparations for Reopening  |                                      |                           |
| COVID-19 Training and Testing for Staff  |                                      |                           |
| Personnel to Manage Re-opening Health and Safety Requirements                              |                                      |                           |
| Communications and Marketing Efforts to Address Compliance                                 |                                      |                           |
| Purchase of COVID-19 Materials such as PPE, Hand Sanitizer, Signage, Disinfecting Supplies |                                      |                           |
| Other Expense (1)  |                                      |                           |
| Other Expense (2)  |                                      |                           |
| <b>Mitigation Expenses Sub-Total</b>   | (auto-fills)                         | (auto-fills)              |
| <b><u>Program Transition Costs</u></b>   |                                      |                           |
| Salaries and Costs Incurred for the Transition to an Online Platform(s)                    |                                      |                           |
| Other Expense (1)  |                                      |                           |
| Other Expense (2)  |                                      |                           |
| <b>Program Transition Costs Sub-Total</b>  | (auto-fills)                         | (auto-fills)              |
| <b>SUB-TOTAL</b>   | (auto-fills)                         | (auto-fills)              |
| <b>TOTAL (PROJECTED)</b>   | (autofills)                          |                           |
| <b>TOTAL (ACTUALS)</b>   | (autofills)                          |                           |
| <b>DIFFERENCE</b>  | Projected minus actuals (auto-fills) |                           |

### 11. Other Expenses

If you listed any Other Expenses for Projected Expenses please detail those here.

## SECTION 4: REQUIRED ATTACHMENTS

If your organization only received grant funds for **reimbursements** (expenses incurred Mar 1 - Aug 31) you do NOT need to upload any documentation to validate your reimbursement expenses since they were approved as part of your original application.

If your organization only received grant funds for **future projected expenses** (expenses incurred Sept 1 - Dec 30), you MUST submit documentation of the specific expenses together with corresponding proof of payment for all submitted expenses. Please see the Grant Report Guidelines for examples of documentation necessary to satisfy this requirement. It is essential that the materials submitted provide clear evidence of the expense, the date incurred, and proof of payment. Additionally, the documentation provided must align to the pre-approved and allowable expenses.

If your organization received both **reimbursements and future project expenses**, your organization must follow the guidelines above for documenting those expenses. Organizations must reimburse The Miami Foundation for any grant funds received and not used for eligible purposes and/or not satisfactorily substantiated.

### 12. Future Projected Expense Documentation

For projected expenses requests only. All submitted expenses for future projected costs must be accompanied by documentation that clearly substantiates the purpose(s), amount(s), date(s), and proof of payment of the expenses that were requested for future costs (Sept 1 – Dec 30, 2020). You must submit documentation of the specific expenses together with corresponding proof of payment for all submitted expenses. See the Frequently Asked Questions for examples.

## SECTION 5: CERTIFICATION

By clicking the boxes below and submitting this Final Report, I confirm agreement with the terms and conditions below.

- ✓ I certify that the information contained in this report is accurate and true to the best of my knowledge.
- ✓ I confirm that the organization only used the grant funds for the three pre-approved purposes, and for no other purpose:
  - Business Interruption Costs
  - Mitigation Expenses for Re-opening
  - Program Transition Support
- ✓ I confirm that this report has been reviewed and submission has been approved by an officer of the organization.
- ✓ I certify that the organization did not utilize any grant funds awarded by the Foundation for the same expenses as any funds that have or may be awarded from government programs, including but not limited to the Payback Protection Program (PPP).
- ✓ I confirm that grant funds were not used for any of the following purposes:
  - To carry on propaganda or otherwise to attempt to influence any legislation
  - To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive
  - To make grants to individuals for travel, study, or other similar purposes by individuals (such as scholarships, fellowships, or grants for research)
  - To make any grants to any other organization (other than to public charities or exempt operating foundations)
  - To undertake any activity for any purpose other than the charitable purpose specified in Section 170(c)(2)(B)
- ✓ I understand that the grantee organization must reimburse Miami-Dade County for any funds received and not used, not used for eligible purposes, and/or not satisfactorily substantiated.

# FREQUENTLY ASKED QUESTIONS

We recommend re-reviewing the Program Guidelines here to remind your organization of the eligible (and ineligible) uses of grant funds.

**1. When is the final report due?**

The final report is due to The Miami Foundation by 11:59 PM EST on February 12, 2021.

**2. Where do we submit the final report?**

The report should be submitted via Submittable here:

[miamidadenonprofitsupportgrants.submittable.com/](https://miamidadenonprofitsupportgrants.submittable.com/). Please contact us for technical assistance by emailing [support@miamifoundation.org](mailto:support@miamifoundation.org).

**3. Can we submit the final report early?**

Absolutely and we encourage you to do so. Given that all grant funds needed to be applied to valid expenses between Mar 1, 2020 – Dec 30, 2020, we encourage grantees to submit their final reports as soon as they are able.

**4. We did not spend all of the grant funds. What do we do?**

Organizations must reimburse The Miami Foundation for any grant funds received and not used for eligible purposes and/or not satisfactorily substantiated. As part of your final report you will be given the opportunity to let us know the amount not spent.

But please note, we really want organizations to use the funds received for eligible purposes – if not, those funds that could have been used by another local nonprofit are lost to our County.

**5. We only requested grant funds for reimbursements. Do we still need to submit a report?**

Yes, you do still need to submit a final report. But note, you will not need to upload any documentation to validate your expenses since you already did so as part of your application.

**6. We requested funds for future expected expenses. What kind of documentation should we submit to substantiate expenses submitted for eligible costs?**

You must submit documentation of the specific expenses together with corresponding proof of payment for all submitted expenses. Below are some examples of documentation necessary to satisfy this requirement. It is essential that the materials submitted provide clear evidence of the expense, the date incurred, and proof of payment.

All expenses should be able to tie back to a bank account that is in the name of the grantee organization.

Samples of documentation for expenses:

- Dated paid invoices / receipts
- Contracts, including but not limited to rent and mortgage agreements (all contracts must be legally executed and signed and dated by both parties)
- Employee time sheets / payroll ACH / contracts with employees (all containing designation of category of services rendered and payment amounts)
- Utilities bills (e.g., Water and Sewer, FPL, etc.)

- Email confirmations of specific goods, supplies and materials received, and specific services rendered

Samples of corresponding documentation for payments of expenses:

- Cancelled checks (front and back)
- Bank-issued cancelled check summary statements, only if the payees are clearly noted
- Credit card transactions and/or statements with payees clearly noted along with proof of remittance to the credit card issuing company confirming payment made
- Bank statements for debit card payments with payees clearly noted
- Wire transfer transaction or bank statement highlighting the wire transfer payment

## 7. Remind me, what are the eligible uses of grant funds?

Grant funds can only be used for the expenses approved as part of your grant application. Eligible uses include:

- ***Business Interruption Costs***

Support to cover general operating expenses related directly to required closures due to COVID-19. Examples include:

- Staff position support (including W-2 employees and 1099 independent contractors) for salaries and related benefits for employees on payroll at the time of closing
- Facilities overhead costs, such as utilities, security, insurance, maintenance, etc.
- Rent or mortgage payments
- Paid expenses for programs and events that did not occur, such as non-refundable deposits

- ***Mitigation Expenses for Re-opening***

Expenses incurred directly in response to COVID-19 related to re-opening of facilities and offering of public activities. Examples include:

- Staff (including W-2 employees and 1099 independent contractors) costs related to preparations for re-opening
- COVID-19 training and health testing of staff (including W-2 employees and 1099 independent contractors)
- Contracting additional personnel required to manage re-opening health and safety requirements (such as professional cleaning companies, pandemic rules enforcement, etc.)
- Communications and marketing efforts specifically to address compliance with COVID-19 requirements
- Purchase of materials including personal protection equipment (PPE), disinfecting supplies, hand sanitizer, and signage production
- Purchase and implementation of physical accommodations that are mitigation measures specifically in response to COVID-19 and related construction costs for these accommodations (physical barriers and plexiglass protective screens and touchless fixtures and equipment such as faucets, toilets and water fountains, and markers for social distancing)

- ***Program Transition Support***

Funding support to transition to virtual, online public programming. Examples include:

- Salaries (including W-2 employees and 1099 independent contractors) and costs incurred for the purpose of transition to an online platform
- Equipment, systems, and devices purchased specifically to facilitate the COVID-19 related move to virtual programming, including computers, tablets, and video cameras

- Increased broadband capability/speed (communications services), software apps (Zoom, GoToMeeting), monthly charges for streaming services, etc.

**8. Remind me, what are some example of ineligible uses of grant funds?**

Grant funding cannot be used for the following purposes:

- Revenue replacement or revenue losses due to cancellation of programs, fundraisers, and/or venue closures
- Duplicative expenses already covered by financial assistance from other emergency county, city, state, federal forgivable loans, or grant programs established in response to COVID-19 or covered by any other funding provided by Miami-Dade County including the Department of Cultural Affairs Miami-Dade Arts Support (MAS) Grants Program
- Expenses already covered by insurance
- Ongoing programming costs of an online platform(s)
- Infrastructure work for broadband services (e.g., rewiring, etc.)

**9. How do we submit evidence of cash payments?**

We advise against cash payments as a business practice. However, if you have paid for an eligible expense in cash, you must submit a dated receipt and/or invoice documenting that the goods or services were received and confirming that the bill was paid in full. For cash payments issued to an individual, you must submit a notarized affidavit signed by the individual receiving payment, attesting to the services provided, the date of services, and payment received.

**10. Do we need to provide “originals” of documentation submitted to substantiate eligible expenses?**

No. You may submit scans of these materials. However, you must keep the original materials on file and available for inspection.

**11. I need help completing the final report. Is there a training session I can attend?**

Yes. The Miami Foundation will offer grantees the opportunity to attend a webinar in January 2021 to answer any reporting related questions. Visit The Miami Foundation’s website at [miamifoundation.org/COVID19ReliefGrants](http://miamifoundation.org/COVID19ReliefGrants) in early January to register or to watch a recorded session.

**12. Who can we contact if I have more questions?**

Please send an email to [support@miamifoundation.org](mailto:support@miamifoundation.org). In the email, please include the following:

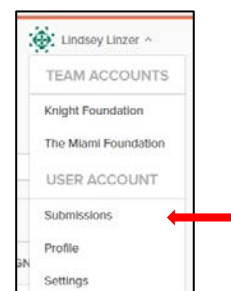
- Name of the applicant
- Contact information
- Detailed question

Please be specific with your questions and someone will get back to you as soon as possible. Please do not send an email just asking for a call back. If after your email is received, a call is warranted to help resolve your questions, program staff will give you a call using the contact information provided.

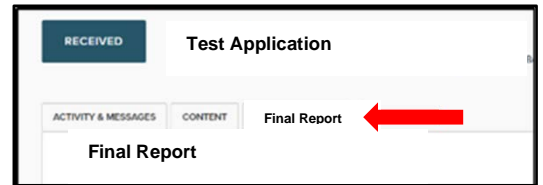
**13. How do I access the final report in form in Submittable?**

**Step 1:** Log in to Submittable via the “View your application” link in the Reporting email sent to you by the Foundation or at directly at <https://miamidadenonprofitsupportgrants.submittable.com/>.

You must be logged-in to the account that submitted the initial application to submit the match documentation.



**Step 2:** Once logged in, at the top right-hand corner of the screen, click on your name. Then click on “Submissions”. Your approved application to the Miami-Dade Nonprofit Support Grant Program should show up under All Submissions (as well as under Active Submissions).



A new form will be available on the 3rd tab — Final Report — for you to submit your final report.