

**Cultural Facilities Progress Report
Cultural Facilities Grant Program
Division of Arts and Culture**

Grant Information

Grant #
Organization Name:
Grant Name:
Address:
Contact Person:
Telephone:
Email:
FEID:
UEI:
Organization Type:
County:

Grant Progress

GRANT PROGRESS

Progress reports are submitted quarterly until the expiration of the Grant Period.

This is a (select one):

- Progress Report – Progress Reports document the completion of any deliverables/tasks, expenses, and activities that occurred during that report period. This includes both grant and match funds.
- Final Report – The Final Report must document the completion of **ALL** deliverables/tasks, expenses and activities that occurred by the Grant Period End Date. The Final Report is cumulative for both grant and match funds.

Instructions

- Use the ‘Grant Progress’ text area to describe your project narrative and progress of your project to this point.
- Describe the progress of the project since the last reporting period including:
 - The progress and status of each scope of work/budget activity
 - The progress and status of the deliverables
 - Indicate if no progress or expenditures have been made
 - Indicate any variations from project timeline, budget, and deliverables and provide reasons for the variance.

Expenditures

EXPENDITURE LOG

Click Here to access and complete your expenditure log. The expenditure log should include both grant and match funds. Add rows as needed.

Jobs Created

JOBS CREATED

Indicate the number of jobs created by this project for your institution: _____

Indicate the number of jobs created by this project for your contractor/sub-contractors/architects:

Attachments

Provide evidence of progress. Include a Title and Description which properly describes what the document consists of. Examples of appropriate attachments include:

- Meeting minutes/correspondence related to the project
- Encumbrance documentation
- Deliverable documentation
- Photographs

Single Audit Act

SINGLE AUDIT ACT

In accordance with 2 CFR 200, Subpart F - Audit Requirements; Section 215.97(2)(a) and 215.97(8)(a), *Florida Statutes*; and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN (insert FEIN here) expended \$750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of \$750,000, your organization will be required to comply with the Single Audit Act. You will be required to complete a separate certification form in dosgrants.com following the close of your fiscal year.

I hereby acknowledge that I have read and understand the above statement and will comply with: 2 CFR 200, Subpart F - Audit Requirements; Section 215.197, Florida Statutes, Florida Single Audit Act; and the policies and procedures established by the Division of Arts and Culture.

Certify and Submit

CERTIFY AND SUBMIT

I have reviewed the grant report and am ready to submit. I understand that the electronic submission of this report serves as the signature of an authorized official. I understand that I will not be able to make changes to the report after it has been submitted. I also understand that all report information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, *Florida Statutes*).

By submitting, I certify that this report has been reviewed by an authorized official and is true and accurate to the best of my knowledge. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

- I have reviewed the report and read the certification and I am ready to submit.