Georgia Council for the Arts FY27 Grant Management Handbook

General Operating Support (GOS) Grants
Project Grants
Arts Education Program Grants

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Americans with Disabilities Act (ADA) Contact

People with disabilities requiring assistance with this information or information in a different format, please contact:

Pamela Ballard, Accessibility Coordinator

pballard@georgia.org ▪ 470-720-0663

INTRODUCTION

Congratulations on your GCA grant! This document outlines information regarding your FY27 grant. All grantees are strongly encouraged to review this handbook as some policies have changed from previous years. Also, please review your contract carefully as it contains important information.

Important Deadlines

Return contract and all associated documents	The deadline to return the contract and related documents via GCA's online grant system at https://georgia.org/ArtsApply is **August 28, 2026**
Log in or create new account in GA@Work and ensure payment information is entered	See pages 12-15 of the Grant Management Handbook for details about accessing or creating your account in GA@Work and confirming payment details by **August 28, 2026**
Submit CRR for first payment (up to 90% of grant award)	For Project and Arts Education Program Grant recipients, any time after actual expenses are at least 1.5 times the amount being requested. For General Operating Support (GOS) Grant recipients, any time after actual expenses are at least double the amount being requested.
Final Report	For Project and Arts Education Program Grant recipients, all final reports are due no later than 30 days after the end of the funded project. For General Operating Support (GOS) Grants, 30 days after the end of the funding period is July 31, 2027.

Questions about grant contracts, ADA Checklists, Residency Verification Affidavits, CRR Forms, GA@Work, and grant payments should be directed to Delilah Johnson, Grants Specialist, at djohnson@gaarts.org or 404-962-4837.

Questions about your grant, including grant policies, potential changes to your funded project, and final reports, should be directed to your appropriate grant program manager:

- For **General Operating Support (GOS) Grants**, contact Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.
- For **Project Grants**, contact Tyrone Webb, Rural and Community Programs Manager, at twebb@gaarts.org or 404-962-4044.
- For **Arts Education Program Grants**, contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404-962-4015.

General Provisions

All awards are made on a fiscal-year basis according to the state of Georgia fiscal calendar (July 1, 2026, through June 30, 2027). The arts programming listed in the application must be completed within fiscal year 2027, and all expenses must be incurred within that same fiscal year.

CHANGES AND ITEMS OF NOTE

GCA FY27 grant recipients should be aware of the following changes and items of note.

New State Financial System and Process

The State of Georgia has switched to a new financial system known as GA@Work. This is where grantees will be able to enter and update banking information for grant payments, as well as track grant payment processing. All grantees are required to log in to their existing account or to create a new account in this system, and to enter their payment preferences and banking details (if applicable). Details are on pages 12-15 of the handbook.

Receipts Requirement

GCA requires receipts to document all grant-related expenses. Receipts will be submitted with the Contractor's Request for Reimbursement (CRR) Form. See page 11 of the handbook for details about the CRR Form and receipts.

General Operating Support (GOS) Grant Expense Identification Requirement

GOS Grant recipients will be required to identify how the grant funds and required matching funds were spent. Funds may be used for any eligible operating expenses within the funding period (July 1, 2026- June 30, 2027). Eligible uses of the grant include, but are not limited to: salaries, rent, utilities, programming expenses, marketing, insurance, accounting, artist fees, arts program expenses, etc.

Updated Ineligible Expenses List

The list of ineligible expenses has been updated and expanded. See pages 5-6 of the handbook for the updated list.

Guidance for Diversity, Equity, and Inclusion Executive Order Compliance

GCA has collected guidance from the National Endowment for the Arts (NEA) regarding compliance for the federal executive order regarding DEI programs. Details are on pages 7- 8 of the handbook.

CHANGES TO TERMS & CONDITIONS PER NEA

The National Endowment for the Arts (NEA) has added or amended some terms and conditions for their grant funding. Because GCA awards NEA funding to support grants, and all state-funded awards serve as part of an NEA match, all GCA grants must comply with the terms and conditions provided by the NEA, which are available here and are part of all GCA grant contracts: https://www.arts.gov/sites/default/files/gtc-partnership-fy25_-rev-10-21-25.pdf. Some notable changes to the NEA terms and conditions are included below.

Additions to Ineligible Expenses

The complete list of ineligible expenses is included below. This list is comprised of previous and new ineligible expenses. All grant recipients agree that no portion of grant funds will be utilized for the following expenses:

- Capital Expenditures/Equipment, which are permanent fixtures or equipment with a useful life of over one year that cost more than $10,000 or the capital level cost established. This includes:
  - Buildings or real estate/land purchases
  - Construction, renovations or improvements involving structural changes
  - Roads, driveways, parking lots or projects/repairs
  - Permanent or generally immobile equipment
- Fundraising event expenses, as well as general fundraising expenses
- Programming outside of Georgia
- Programs that are not arts-based
- Tuition for college/university study
- Scholarships, gifts, prizes, or awards. This includes cash prizes, gift certificates/gift cards, or any other cash equivalents with monetary value
- Endowment funds or cash reserves
- Debt and interest associated with capital expenditures
- Depreciation
- Bad debt, fines and penalties or deficit reduction
- Alcohol, concessions, food, or drinks
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists, lobbying activities
- Goods for resale, including concessions, promotional merchandise, clothing, or other items purchased for sale
- Improvements to arts facilities that also serve as private residences
- Severance pay, legal settlements
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (see http://gsa.gov/portal/category/100120 for a breakdown of travel rates)
- Any air travel not on a U.S. flag air carrier or a foreign air carrier under an air

transport agreement with the United States when these services are available

- Prohibited telecommunications and video surveillance services and equipment produced by Huawei Technologies Company or ZTE Corporation or any subsidiary or affiliate of such entities
- Audit costs that are not directly allocable to a federally required Single Audit
- Contributions or donations to other entities
- Fiscal sponsorships
- Rental costs for home office workspace owned by individuals or entities affiliated with your organization
- Vehicle purchase costs
- Visa costs paid to the US Government
- Any expenses labeled as miscellaneous, other, additional expenses, discretionary expenses, slush fund, etc.

Federal Executive Order

GCA grant recipients must adhere to and abide by all applicable federal and state laws, regulations, and executive orders in the performance of their grant agreements, including new executive orders.

One executive order, Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, provides that award recipients should (A) agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of Page 45 of 56 title 31, United States Code; and (B) certify that it does not operate any programs promoting "diversity, equity, and inclusion" (DEI) that violate any applicable Federal anti-discrimination laws.

The NEA provides some guidance regarding compliance with this executive order. The NEA clarifies that: "The certification requirement requires you to certify that any DEI-related activity that you conduct, regardless of its connection to your federal award, does not violate applicable federal anti-discrimination laws."

Your organization may operate programs that promote DEI "provided that the programs do not violate federal antidiscrimination laws. Applicants may not intentionally discriminate on the basis of race, color, or national origin in their programs or activities under federal law, whether or not those activities are funded by a federal grant. Whether or not a particular activity constitutes unlawful discrimination does not turn solely on whether it is labeled "DEI" or uses terminology such as "diversity," "equity," or "inclusion." For example, applicants with programs focused on interests in particular cultures, heritages, and areas of the world would not in and of themselves violate Title VI, assuming they are open to all participants regardless of race, color, national origin, or other protected criteria."

"If you are concerned that a program you are operating may violate federal antidiscrimination law, you may refer to public resources on these laws, or obtain private counsel. For more information about federal antidiscrimination laws that may apply to your award, you may visit the Office of Civil Rights' webpage for Applicants & Recipients of Federal Financial Assistance."

SAM UEI Requirement

GCA is funded in part by the National Endowment for the Arts (NEA), which requires that GCA's grantees have a **SAM UEI**. If you have not already obtained a SAM UEI and added it to your organization's record in GCA's online grant system, you will need to do so for GCA to process the contract and payments for your grant. Detailed instructions for obtaining and entering a SAM UEI are included on pages 19-20 of the Grant Management Handbook.

CONTRACT PACKAGE

Contract Package Email

GCA FY27 grant recipients will receive a contract package via email, which will contain:

- the State of Georgia Grant Contract
- FY27 Grant Management Handbook
- a Corrections and Stipulations (C&S) Memo (if applicable)

Contract Package Return Form Requirements

Grantees will complete and upload the items listed below to the Contract Package Return Form in the GCA online grant system at http://georgia.org/ArtsApply. For your convenience, the Contract Package Return Form contains links to the ADA Checklist, the Residency Verification documents, as well as the Contractor's Request for Reimbursement (CRR) form.

All grantees must return the following:

- A signed FY27 Grant Contract

Grantees that did not receive a GCA grant in FY26 must complete and return the following:

- ADA Checklist
- Residency Verification Documentation
  - **Non-profits with employees** - register with E-Verify and return a notarized federal work authorization affidavit (Appendix A in your contract).
  - **Non-profits with no employees** - submit a copy of the driver's license or passport for the person signing the contract and the form certifying that your organization has no employees (Appendix B in your contract).
  - **Local government entities** - no residency verification documents are required.

Grantees may submit the following, **if applicable**:

- A C&S memo response (if required)
- Contractor's Request for Reimbursement (CRR) Form - see page 11 of the handbook

CONTRACT PACKAGE RETURN FORM

The following items below must be submitted online through the Contract Package Return Form in GCA's online grant system __no later than August 28, 2026.__ If the items are not returned by the deadline, the contract may be cancelled and the grantee may not receive the FY27 award. In addition, future grant panels will be informed that the contract was not returned, and they will take this into consideration when scoring.

If extenuating circumstances will prevent you from returning the contract by the deadline, contact Delilah Johnson (djohnson@gaarts.org) to request an extension.

To locate the Contract Package Return Form, log in to your online grant system account at http://georgia.org/ArtsApply. Find the record for your FY27 Grant. Within the record for your grant, you should see a label for the FY27 Grant Contract Package Return Form. Click on the Start button to open the form.

Contract

The contract will be sent via email. All grantees will sign the contract and upload it through the online grant system at http://georgia.org/ArtsApply. The contract must be signed by one of the two authorized officials listed in the original application. If both of those people have left the organization, please complete a Change of Information Form via GCA's online grant system at http://georgia.org/ArtsApply and submit it at the same time that you send the contract. The contract will be signed by GCA before it is sent to grantees, so once it is signed by your authorized official, you will upload a fully executed copy. Please be sure to upload the entire contract, not just the signature page.

ADA Checklist

All grantees that did not receive a grant in FY26, or returning FY26 grantees that moved to a new facility or conducted major renovations to their facility that impacted accessibility of the facility, must complete the ADA Checklist.

You will find a link to the ADA Checklist within the Contract Package Return Form or you can download the form here:
https://www.dropbox.com/s/07jpjyacdfwkx8u/FY22%20ADA%20Checklist%20-%20GCA%20Grants-%20updated.pdf?dl=0.

You must use the form you find via the link and not a copy of a form that you have submitted in previous years. Complete the form and upload it within the Contract Package Return Form.

Residency Verification

GCA's Residency Verification instructions depend on whether your organization is a nonprofit with employees, a nonprofit with no employees, or a government entity.

- If your non-profit organization received a GCA grant in FY26, you were required to submit a Residency Verification. You do not need to submit another Residency Verification this year.

- If your non-profit organization has employees (that is, if anyone receives a W2 form from your organization) and did not receive a GCA grant in FY26, the organization must register with E-Verify and submit an affidavit certifying that the grantee uses the E-Verify federal work authorization program.

- If your non-profit organization does not have employees (that is, if no one receives a W2 form from your organization) and did not receive a GCA grant in FY26, then you must complete and submit a form verifying that your organization does not have employees and submit a copy of a driver's license or Passport for the person who signs the contract.

- If your organization is a government entity, a public school, a public library, or a public college or university, you do not have to submit any type of residency verification.

Residency Verification for Non-Profit Organizations with Employees

E-Verify registration instructions:

- Go to: https://www.e-verify.gov/
- Click on "I am an employer"
- Click on "learn how to enroll" if you are not already registered
- Click on "enroll now" and follow the steps to enroll in E-Verify

Complete the Contractor Affidavit form at Georgia Department of Audits : Information/Resources. This form asks you to confirm that your organization is registered with and utilizing E-Verify, a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. By signing the form, grantees are confirming that:

- The organization is using and will continue to use E-Verify for the duration of this grant contract and all future GCA grant contracts.
- The organization will notify GCA if it ceases to use E-Verify.
- The organization will only use subcontractors who are approved by E-Verify.
- The organization will provide documentation to the State of Georgia regarding the legal status of employees or subcontractors if requested by the state.

For additional information, go to https://law.justia.com/codes/georgia/2010/title-13/chapter-10/e/13-10-91.

Affidavit instructions:

- Use Appendix A attached to the contract or click the link to access the affidavit certifying that the grantee uses the federal work authorization program: https://www.audits2.ga.gov/wp-content/uploads/2021/10/Contractor_Affidavit_-_Updated_December_2018_-_Final.doc.
- Download and save the affidavit.
- Read and sign the affidavit and have the document notarized at the time it is signed.
- ***"Federal Work Authorization User Identification Number"*** is the Company ID number issued by E-Verify. This is NOT the user login ID and is NOT the organization's FEIN number.
- ***"Date of Authorization"*** is the date when your organization first registered with E-Verify. This date can be found within your organization's E-Verify account information.
- ***"Name of Contractor"*** is the name of your organization.
- ***"Name of Public Employer"*** is Georgia Council for the Arts.
- ***"Name of Project"*** should be the name of the grant that you are receiving – Project Grant, Arts Education Program Grant, or General Operating Support (GOS) Grant.
- Upload the signed and notarized affidavit to the online Contract Package Return Form.

Residency Verification for Non-Profit Organizations without Employees

If your organization is required to submit Residency Verification and your organization has no employees (that is, no one receives a W2 from your organization), the person who signs the contract should submit a copy of his/her driver's license, Passport, or other authorized document, and complete and submit a form certifying that your organization has no employees. The form can be found in Appendix B attached to the contract or at the following link: https://www.dropbox.com/scl/fi/x677nnnayl5li7zf7kfeo/Certification-of-No-Employee-FILLABLE-FORM.pdf?rlkey=89ol97l6g7zsf7u5nm9r4bbig&st=3sq59vrj&dl=0.

Corrections and Stipulations (C&S) Memo

If a grantee's application has errors, omissions, and/or provides incomplete or confusing information, that grantee will receive a C&S Memo which details the information that must be provided to GCA before the grant contract will be executed. The C&S Memo and the grantee's response will become part of the binding contract with the state. If the C&S Memo states that no response is needed, then the applicant does not have to return anything to GCA with the contract related to the C&S Memo.

Contractor's Request for Reimbursement (CRR) Form

In order to receive grant funds, a grantee must submit a Contractor's Request for Reimbursement (CRR) Form. Grantees may request 90% of the grant during the grant year, and the final 10% may be requested when the Final Report is submitted.

You will find a link to the CRR Form within the Contract Package Return Form. The CRR Form can also be found on the grant program pages on the GCA website:

General Operating Support (GOS) Grant - https://georgia.org/industries/arts grants/general-operating-support
Project Grant - https://georgia.org/industries/arts/grants/project
Arts Education Program Grant - https://georgia.org/industries/arts/grants/arts-education

For Project and Arts Education Program Grants: A CRR may not be submitted until **grant expenses totaling at least 50% more than the CRR request amount have been incurred.** For instance, if a grantee is awarded $5,000 for a Project Grant, then the grantee may request up to $4,500 (90% of the award) once at least $6,750 in expenses have been incurred.

For General Operating Support (GOS) Grants: A CRR may not be submitted until **grant expenses totaling at least double the CRR request amount have been incurred.** For instance, if a grantee is awarded $10,000 for a General Operating Support (GOS) Grant, then the grantee may request up to $9,000 (90% of the award) once at least $18,000 in expenses have been incurred.

Please note the following:

- The address on the CRR must match the address for your organization's account in GA@Work.
- The CRR may be submitted at the same time as the contract as long as enough expenses have been accrued to meet the requirements detailed above.
- CRRs submitted during the year should be e-mailed to Delilah Johnson at gcaforms@gaarts.org.
- The CRR for the final grant payment should be uploaded to the online final report form.
- No CRR will be processed if requirements from the preceding fiscal year, the Contract Package, or the Final Report are outstanding.

Receipts Submitted with CRR Forms

Each CRR must be submitted with receipts totaling the total actual expenses entered on line 2 under Request Calculations on the CRR form. For all grants, the receipts must be for specific items for which the grant funds are used. Please combine the completed CRR form with the receipts as a single PDF file. You can upload the CRR and receipts to the Contract Package Return Form, to the Final Report Form, or send them via email.

- You should send digital copies of the receipts. They can be images (photos or scans) or digital records for payments such as payroll.
- Transaction reports do not qualify as an acceptable receipt. A receipt must be specific to each transaction.
- Detailed payroll reports, including information such as who was paid, how much they were paid, when they were paid, and what they were paid for will be accepted. General payroll summaries without those details will not be accepted.

- Invoices marked as paid by the vendor or artist will be accepted. Invoices not marked as paid should be accompanied by a cancelled check or a digital transaction record to document that payment was made.
- Grantees should redact any sensitive information from payment records or payroll, such as routing numbers, bank account numbers, and social security numbers.
- If it isn't clear from the content of the receipt what the expense is for, grantees should include a note on the receipt for clarification.
- If there are more than 10 receipts, it is helpful to include a cover sheet with a table that lists each receipt, including the vendor/payee, the date of the expense, purpose of the expense, the amount on the receipt, and the total for receipts submitted.

GA@WORK FOR SUPPLIERS

As of FY27, the State of Georgia is changing over to a completely new financial system. As part of this transition, the way that GCA grantees register with the State of Georgia to receive grant payments will change.

Previously, grantees completed the SCR Form and the W9, submitted those forms to GCA for processing, and GCA set up the account in the state financial system for grantees.

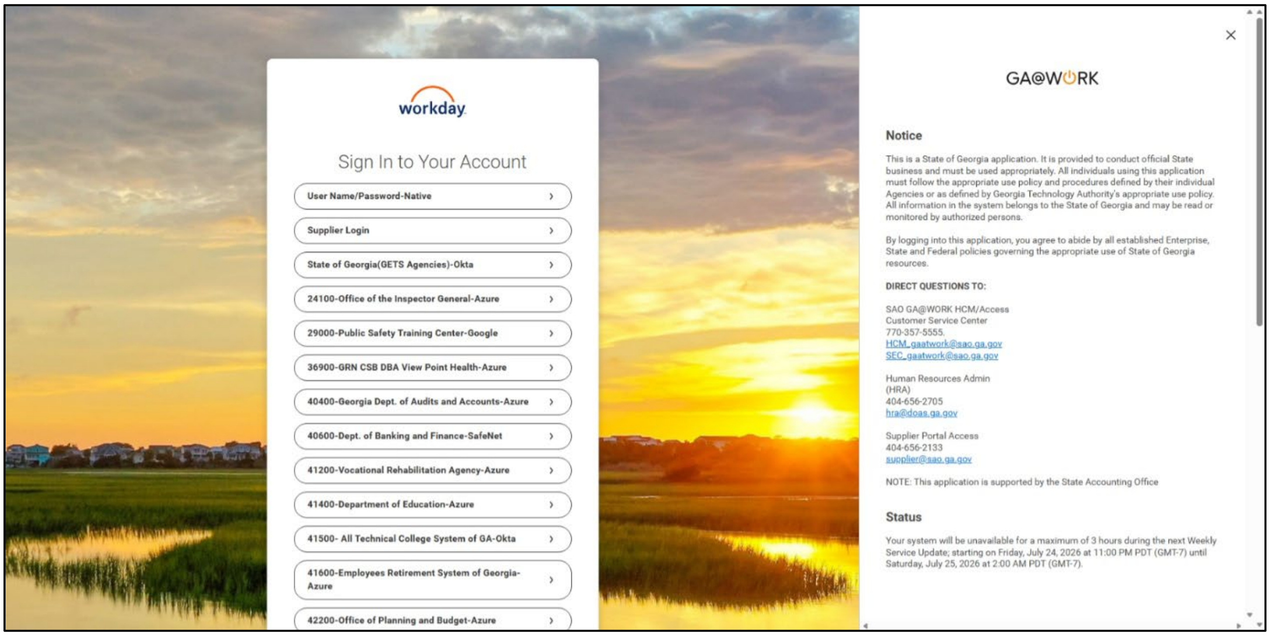
Now, GCA grantees will set up their accounts in the state financial system directly.

The new financial system is called **GA@Work**. Within GA@Work, grantees are referred to as suppliers, so grantees should follow instructions within the system for suppliers.

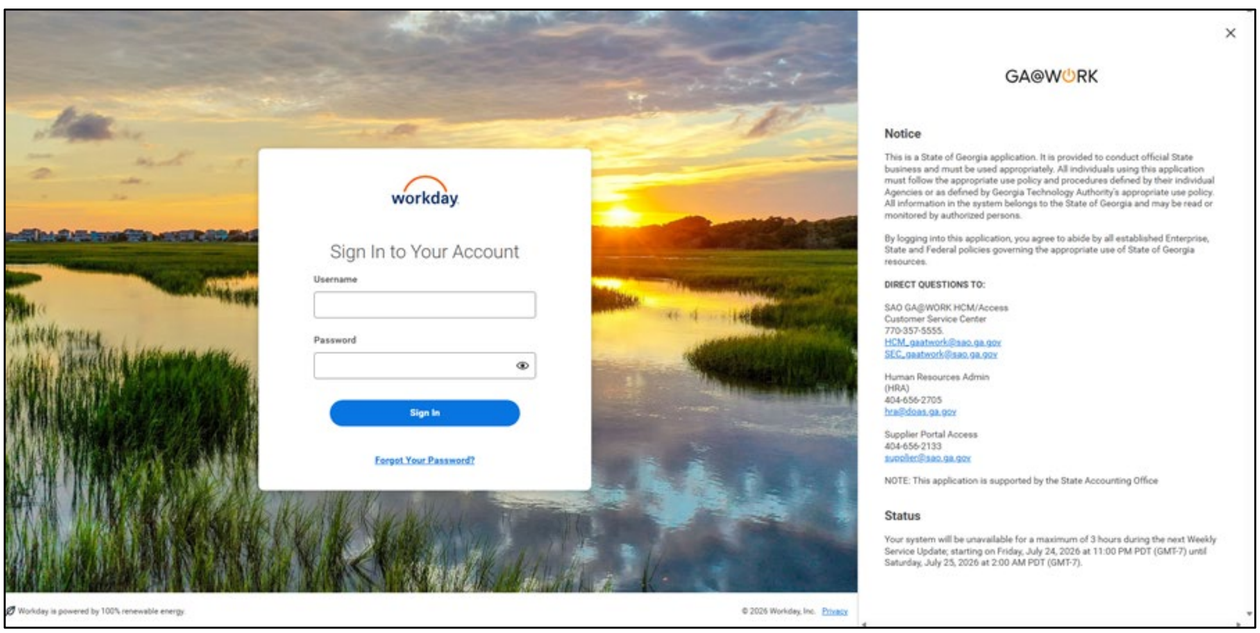
Current grantees should already have an account in GA@Work. If you have an existing account, you should have received an email from GA@Work in early July with a temporary password.

To access your existing account, click on the following link: https://wd5-identity.myworkday.com/wday/authgwy/georgia/upc/login.

After clicking the link, you should see this page. Click on the second box labeled Supplier Login.

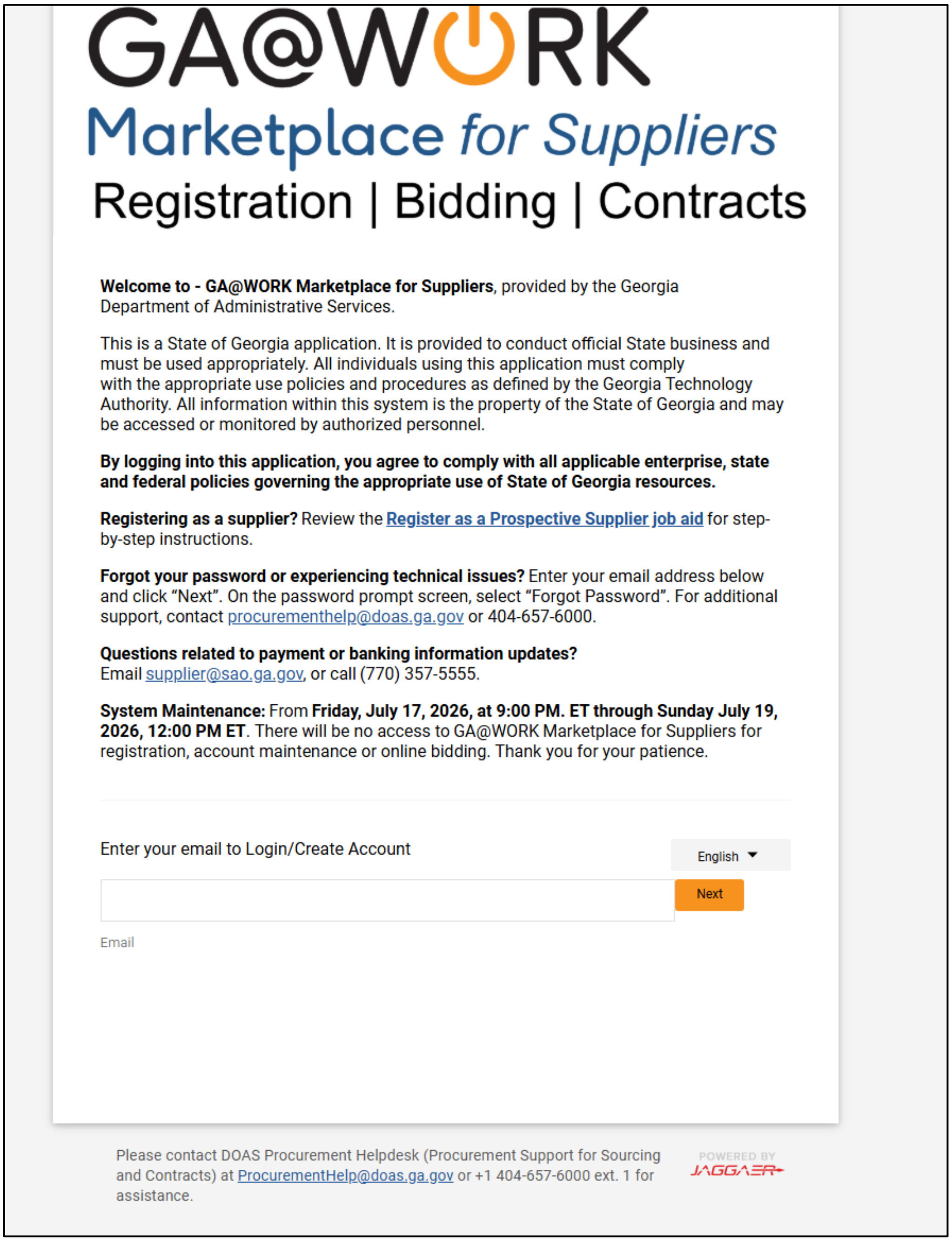


After clicking on Supplier Login, you will see this page, where you will log in to GA@Work using the temporary password that you received via email.



If you **did not receive an email with a temporary password from GA@Work**, then you will need to contact the State Accounting Office for assistance with accessing your account or creating a new account at procurementhelp@doas.ga.gov or 404-657-6500.

If you are a **new grantee**, then you will need to set up a new account in GA@Work. Use this link to access the page to begin creating a new account: https://app01.jaggaer.com/apps/Router/SupplierLogin?CustOrg=Georgia. You may be required to provide documentation for your organization such as a completed W9 form and FEIN letter issued by the IRS.



If you need assistance with your **password or establishing an account**, contact the State Accounting Office at procurementhelp@doas.ga.gov or 404-657-6500.

All grantees should confirm that you are able to log in and access your account in GA@Work. This is where you will view grant payment details and update banking information for grant payments.

Once you have logged in to your account in GA@Work, be sure that you have entered **payment preferences and banking information** (if applicable) in the system. You may choose to receive grant payments by direct deposit (ACH), or you may choose to receive payments via a paper check in the mail. If you choose to receive grant payments via a check in the mail, please know that payments may take longer to receive due to mail delivery delays or exceptions.

If you need assistance related to **payment or banking information**, you will need to contact the State Accounting Office (SAO) for assistance: supplier@sao.ga.gov or 770-357-5555 or 404-656-2133.

If you have difficulty reaching the State Accounting Office, or if you need additional assistance with setting up your account in GA@Work or with grant payments, reach out to GCA Grants Specialist Delilah Johnson at djohnson@gaarts.org or 404-962-4837.

DURING THE YEAR

This section addresses things that you should keep in mind during the grant year.

Change of Information

Keeping your online account information up-to-date is important to ensure that you are receiving notifications from GCA regarding your grant and that your grant payments are sent to the correct location.

Grantees must complete a Change of Information Form if there are any changes to an organization's:

- Phone number
- Address
- Contact person
- Authorized officials

Grantees should complete the Change of Information Form within GCA's online grant system at http://georgia.org/ArtsApply. After logging in, click on the Apply tab at the top of the page and scroll down to the Change of Information Form and click on the Apply button.

Please allow up to four weeks for GCA to make the requested updates to your account. We will notify you if we have questions and when the changes have been made.

GCA Logo and Crediting Requirements

Printed Credit

GCA requires all grantees to recognize GCA in all materials, publications, and programs that are supported by state funds and in which other funders are credited. This includes programs, newsletters, brochures, fliers, ads, calendars, posters, press releases, films, videotapes, websites and all electronic transmissions. Any organization receiving a General Operating Support (GOS) Grant must provide this recognition for the entirety of the fiscal year of funding.

The GCA logo must be reproduced in the same size and proportion as that of other sponsors. It must be reproduced as it is provided, without alteration.

If there is no printed material associated with a program, oral credit must be given. The statement below must be provided before the event or performance, and during any radio broadcast or audiotape for the hearing impaired.

"*This program is supported in part by Georgia Council for the Arts through the appropriations of the Georgia General Assembly. Georgia Council for the Arts also receives support from its partner agency, the National Endowment for the Arts.*"

GCA Logo Links

- GCA Full Color Logo - Transparent Background
- GCA Full Color Logo - White Background
- GCA All Black Logo
- GCA All White Logo

To request eps versions of the logo, contact GCA Director of Grants and Research Allen Bell at abell@gaarts.org or 404-962-4839.

NEA Credit

GCA receives significant funding from the National Endowment for the Arts. Grantees should recognize the NEA on their materials in addition to, but not instead of, the GCA logo. Visit the NEA website for access to the logo.

Letters to the Governor and State Legislators

GCA wants the Governor and our State Legislators to be aware of the work of our grantees, as well as the impact of your GCA grant. All FY27 GCA grantees are required to write a letter to the Governor and both of their State Legislators (one State Senator [upper chamber] and one State House Representative [lower chamber]) which includes the following information:

- the number of people served by the organization
- the ways that the organization serves its community
- the ways that the GCA grant will better enable the organization to serve its community
- an invitation to the funded program(s) (if applicable)

Letters to the Governor should be addressed to:

Governor Brian P. Kemp
206 Washington Street
Suite 203, State Capitol
Atlanta, GA 30334

If you need contact information for your state legislators, click on this link: https://open.pluralpolicy.com/find_your_legislator/. On this page, enter the physical address for the organization receiving the grant, including street address, city, state, and zip code, and then click Search by Address. The results will include your State Representative (lower chamber) and your State Senator (upper chamber). Click on the elected official's name to access their mailing address and email address.

Grantees will be required to submit copies of the letters to the Governor and State Legislators with their Final Reports.

Unused Funds

Grantees are strongly encouraged to use all of the funds awarded to complete the project or operations supported by the grant; however, some grantees may be unable to use some or all of the grant funds awarded due to a variety of reasons, such as inability to meet the required income match or the arts programming has been cancelled. Regardless of the reason, **GCA must be notified no later than April 1, 2027, about funds that will not be utilized**. With enough advance notice, GCA may reallocate the funds for other arts programming. **If a grant recipient organization fails to notify GCA prior to April 1 that a project is cancelled or that a portion of grant funds will not be spent, then GCA may apply a penalty, which could include restricting the organization from eligibility to apply for GCA grants for a specific number of years.**

Programming Changes

If the programming and/or goals that were outlined in your original application change during the grant year, contact your grant manager to discuss the changes. GCA understands that sometimes the scope of a project changes. While this is not always problematic, sometimes the changes take the project too far away from what was proposed in the application. **Discussing changes with GCA grants staff early in the process will allow time to make adjustments** to avoid penalties for not fulfilling the project as outlined in the application.

Grant Change Form

Organizations that need to make significant changes to their funded programs should complete the FY27 Grant Change Form within GCA's online grant system. A change form must be assigned by GCA grants staff. If you need to change your funded project, please contact the appropriate grant manager.

While GCA will allow changes to the program, the revised program must still serve the same audience and purpose as the original program, and must meet the same financial requirements as the original grant, such as matching income and minimum expenses.

GCA will consider the following requests for changes:

- **Change of Date**: Grantees may change the date of their program as long as it takes place prior to June 30, 2027.
- **Change from a Live Event to a Virtual Event**
- **Change of Artist/Program**: GCA will consider requests to change the artist or program. The new program must serve the same audience and purpose as the original program. For instance, if the original program involved a live performance for students, and the company booked for the performance is not currently touring, the grantee could change to an artist who can deliver a virtual performance for the same students.
- **Cancellation**: If the funded program cannot take place, and the option is not available to postpone the event or change to a new artist, the grantee can cancel the event. If the funded program must be canceled, the grantee should notify GCA prior to April 1, 2027. Grantees that cancel a funded program will not be able to receive any funds from the grant as the funds will be reallocated to other projects.

Once the change form is submitted, GCA will be in touch to notify the organization whether or not the requested change is approved.

FINAL REPORT

This section addresses the Final Report and other things you should keep in mind at the end of the year.

Final Reports are required of all GCA grantees. **All Project and Arts Education Program Grant final reports are due 30 days after the completion of the project**. GCA will publish instructions for **FY27 Project and Arts Education Program Grant** final reports in the fall of 2026.

For **General Operating Support (GOS) Grants**, the report is due July 31, 2027, which is 30 days after the end of the funding period. GOS Grantees may not submit their final report prior to July 1, 2027, as the report must contain financial information for the entire funding period, which does not end until June 30, 2027. **GOS Grant** final report instructions will be published by the spring of 2027.

Final report instructions will be available on GCA's website on the page for each grant type: https://georgia.org/industries/arts/grants.

If the Final Report is not submitted by the deadline, grant panels in the following year will be notified that the grantee did not fulfill the terms of the grant contract.

Goals
In the Final Report, grantees will report on the progress they made toward accomplishing the goals that were outlined in the application.

Matching Income Requirements
GOS Grants require a 1:1 matching cash income for the grant amount. For this year, Project and Arts Education Program Grants require a 50% matching cash income for the grant amount. The matching funds must be received by the grantee by June 30, 2027. Failure to raise the cash match will result in cancellation of the unmatched portion of the grant award. In-kind contributions of goods, services, or space are not allowed to be included as part of the match.

Grant Reimbursements and Total Receipts for Eligible Expenses
GCA will not reimburse an organization for more than 50% of total receipts for eligible expenses for FY27 GOS Grants. For instance, if an organization is awarded a GOS Grant of $10,000, but the receipts for eligible expenses that the organization provides only total $18,000, then the organization will only receive $9,000 of the total grant amount.

GCA will not reimburse an organization more than two-thirds (2/3) of total actual expenses for FY27 Project Grants or Arts Education Program Grants as documented through receipts for eligible expenses. For instance, if an organization is awarded a Project Grant of $5,000, but the organization only provides a total of $6,000 in receipts for eligible expenses, then the organization will only receive $4,000 of the total grant amount.

REQUIREMENT TO OBTAIN A SAM UEI

GCA is funded in part by the National Endowment for the Arts (NEA), which requires that GCA's grantees have a **SAM UEI**. If you have not already obtained a SAM UEI and added it to your organization's record in GCA's online grant system, you will need to do so for GCA to process the contract and payments for your grant.

GCA CANNOT ISSUE ANY FY27 GRANT PAYMENTS UNTIL YOUR ORGANIZATION HAS ENTERED A VALID SAM UEI IN GCA'S ONLINE GRANT SYSTEM. We urge you to go ahead and sign up for a SAM UEI to prevent any delay in grant payments.

If you attempt to register for a SAM UEI and are required to file an incident report, please let GCA know by forwarding the email confirmation of your incident report to your grants manager.

All GCA grant recipients are required to register for a SAM UEI through http://SAM.gov and enter that number in the appropriate section for the organization's account in GCA's online grant system at http://georgia.org/ArtsApply.

- For grantees and applicants that already receive funding directly from the federal government, your organization already has a SAM UEI. Log in to http://SAM.gov, copy the organization's SAM UEI, and enter that number into the SAM UEI field for the organization's registration within GCA's online grant system.

- For grantees and applicants that do not already have a SAM UEI, go to http://SAM.gov and register your organization.

There may be a delay in the process to obtain your SAM UEI if your organization is not already in the SAM.gov system, so **please do not put off beginning the process to obtain a SAM UEI**.

Please note, as you create a SAM.gov registration, GCA requests that you select the option to make your record public so that we can view your record and confirm that your SAM UEI is correct.

Registering in SAM.gov and obtaining a SAM UEI is free. You should never have to pay to obtain a SAM UEI. If an entity proposes charging your organization to obtain a SAM UEI, it is likely to be a scam and you should cease communicating with that entity.

Once you obtain a SAM UEI for your organization, enter that number into the SAM UEI field for the organization's registration in GCA's online grant system at http://georgia.org/ArtsApply. Once you log in, go to the Applicant Dashboard. To the far right, you will see a pencil icon within the Organization information section. Click on the pencil icon and scroll down to the UEI/SAM Number field to enter your SAM UEI. After entering the SAM UEI, click on the Save button at the bottom of the page.

If your organization needs technical assistance with obtaining a SAM UEI or resolving an incident report, contact the Federal Service Desk (FSD.gov) by phone (866-606-8220) or online through "Live Chat" or "Create an Incident". Hours of operation are Monday-Friday, 8 a.m. to 8 p.m. ET. Please note that there may be a wait time for phone and Live Chat assistance.

If you have questions, please reach out to the GCA Grants Staff. Contact information for GCA Grants Staff is included on the following page of the Grant Management Handbook.

Thank you in advance for obtaining a SAM UEI and entering the identifier into your organization's record in GCA's online grant system. This will help GCA continue to provide grant funding to your organization and to support arts programs throughout the state.

QUESTIONS

Questions about grant contracts, ADA Checklists, Residency Verification Affidavits, CRR Forms, GA@Work, and grant payments should be directed to Delilah Johnson, Grants Specialist, at djohnson@gaarts.org or 404-962-4837.

Questions about your grant, including grant policies, potential changes to your funded project, and final reports, should be directed to your appropriate grant program manager:

- For **General Operating Support (GOS) Grants**, contact Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.

- For **Project Grants**, contact Tyrone Webb, Rural and Community Programs Manager, at twebb@gaarts.org or 404-962-4044.

- For **Arts Education Program Grants**, contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404-962-4015.