The Michigan Council for Arts and Cultural Affairs (MCACA) is pleased to offer the Capital Improvement Program (CIP). MCACA recognizes the importance of the state’s cultural assets and their role in enhancing the quality of life for Michigan’s citizens and the state’s economic vitality.

The CIP is a competitive matching grant program for nonprofit arts organizations, counties, cities, townships and villages that provides funding assistance for the expansion, renovation or construction of arts and cultural facilities. This includes projects that establish, convert or improve facilities; provide or increase accessibility to persons with disabilities; integrate energy efficient products and technologies; or involve the purchase of equipment. Projects should enhance arts and cultural practices and achieve direct artistic and cultural outcomes. The program is offered once a year and is not appropriate for the funding of project planning; such as feasibility studies or architectural drawings; mortgage payments; the purchase of a building, land or vehicle; nor for operational support.

**To Be Eligible**

Applicants are limited to Michigan municipalities or nonprofit arts and cultural organizations that have tax exempt status under Section 501(c) (3) of the US Internal Revenue Code. Federal and State agencies are not eligible to apply.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not be eligible. Contact MCACA staff if you are concerned about a prior grant.

**Funding Basics**

CIP applicants can request a minimum of $5,000 to a maximum of $100,000.

Priority is given to projects with strong evidence of prior planning and eminent completion.

Grants awarded must be matched on a 1:1 basis with cash and/or new manufactured product match. *In-Kind labor is not an appropriate match for CIP grants.*

Facilities must be open to the public and provide accessible entrances.

Funded projects must be completed within the MCACA grant period 10/1/2016 – 9/30/2017.

Applicants may apply to more than one Council program, but can only apply for one Capital project per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.

Funding for the same project or activity over multiple fiscal years will not be considered.

**Deadline**

Applications are to be submitted on-line through the eGrant system by 11:59 p.m. EST, June 1, 2016. The eGrant system will not accept applications after the deadline. Incomplete applications will not be accepted by the eGrant system. Items that are to be mailed need to be postmarked on or before June 2, 2016. Metered mail is not acceptable as a time stamp.
Capital Improvement Program

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Getting Started
The State of Michigan Council for Arts and Cultural Affairs (MCACA) serves to encourage, initiate and facilitate an enriched artistic, cultural and creative environment in Michigan.

Fast Facts:

• Applicants to the CIP must use the MCACA on-line application at mcaca.egrant.net (no www). Please READ and USE the instructions in this document as a guide.

• Applicants must make a minimum 1:1 cash and/or new manufactured product match to their grant award.

• Grant activity must take place between October 1, 2016 and September 30, 2017.

• Deadline to apply is June 1, 2016.

• All applicants are strongly encouraged to notify their legislators of their grant submission. Please note that if a grant is awarded, you will be required to notify your legislators of your grant award. A copy of this letter or email must be submitted with the signed grant agreement.

• Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status is current by verifying that a Form 990 has been filed in the last three years.

• All applicants are required to provide their DUNS number on the application form.

• Applicants to the CIP must include a $50.00 nonrefundable application fee.
Grantee Responsibilities and Requirements

ACCESSIBILITY
MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility

UNDERSERVED COUNTIES
It is the Council’s long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA has identified underserved counties (the full list can be found on our website). In addition, an underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

ELIGIBILITY
Applicants must be incorporated in the State of Michigan. Art and cultural nonprofit organizations, counties or municipalities (city, township, or village) may qualify for a grant and submit an application for funding. Federal tax-exempt 501(c)(3) or 501(c)(2), for projects owned or operated by agreement with nonprofit organizations, status is required by the applicant for projects outside the county, city, village or township operating authority.

Applicants must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria.

Applicants that have unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Projects involving the renovation of real or personal property require the submission of either proof of ownership, option to purchase, or long term lease, with the application. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

INELIGIBLE RECIPIENTS
- Private For-Profit Organizations
- Schools, Colleges and/or Universities
- Projects which cannot be completed within the project period, 10/1/16 - 9/30/17.
- Federal and State of Michigan agencies, divisions, and/or departments are not eligible to apply for, or receive funding from the Michigan Council for Arts and Cultural Affairs.
MATCH
CIP grant recipients are required to make a minimum 1:1 cash and/or newly manufactured product match. New manufactured products (as a match) must be verifiable, tracked and documented from a legitimate business or contractor, preferably from Michigan. Examples of manufactured product match include:
- new furniture which serves a programmatic purpose
- roofing materials
- construction materials
- fencing
- other fixed equipment and/or products that have not previously been used

State funds may not be used as matching funds. Please contact MCACA with questions regarding the eligibility of new manufactured product match prior to the submission of the application.

In-kind labor cannot be applied as matching funds.

Any additional matching funds, over and above the required match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee’s Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund-raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

VETERANS AFFAIRS
Veterans provide our workforce with a high-level skill set built through brave service to America. They bring the advantages of being immersed in a training environment, and their technical skills, strengths in strategic thinking, and versatility are just a few of the very tangible talents that make them valuable to any employer.

The arts are also a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life.

Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

THE FINE PRINT
Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2015.

Capital Improvement Program – Page 4
Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA’s General Terms and Conditions [https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf](https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf). The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: “This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.” The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Capital Improvement Program Guidelines

This section contains information and instructions to help qualified organizations apply for funding in the CIP. Funding through this program supports capital improvement projects for arts and cultural facilities, which will take place between October 1, 2016 and September 30, 2017.

The following categories are eligible for funding under this grant program:

- **Facility Improvements**: funding assistance for capital improvement projects for the expansion, renovation or construction of arts and cultural facilities. Priority will be given to those projects that make use of energy efficient products and technologies. The CIP is not appropriate for the funding of project planning; such as feasibility studies or architectural drawings; mortgage payments; the purchase of a building, land or vehicle; nor for operational support.

- **Equipment**: the purchase and installation of equipment will be considered where the equipment is part of an overall improvement to an arts facility or it enhances the effective delivery of arts and cultural activities and programs.

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways:

- First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application.

- Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

For the proposal narrative, refer to the criteria below as an outline and guide to describe the FY17 activities you wish MCACA to support. Address each Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

**HISTORICAL BUILDINGS AND SITES**

If your project is for a building 50 years of age or older, you must contact the State Historic Preservation Office. Projects awarded grants in the CIP will not receive a contract before receiving a determination of the building’s eligibility for the National Register of Historic Places from the State Historic Preservation Office (SHPO).

Properties already listed on the National Register of Historic Places can be found on the National Park Service (NPS) website at [http://www.cr.nps.gov/nr](http://www.cr.nps.gov/nr) or through Michigan Sites On-Line at [http://www.michigan.gov/mshda](http://www.michigan.gov/mshda) under the historic preservation tab.

If a building is listed in the National Register, printing the record from either the NPS website or Michigan Sites On-Line that shows the date the site was listed and including it in the application will serve as proof of the eligibility determination.

For instructions on how to complete the National Register nomination, see *Listing Property in the National Register of Historic Places in Michigan: The Process & Requirements* at [www.michigan.gov/mshda](http://www.michigan.gov/mshda). Additional documents, guides, and instructions can be found under National Register Documents on the SHPO Publications page. For further information contact the National Register Coordinator, State Historic Preservation Office, P.O. Box 30740, 702 West Kalamazoo Street, Lansing, Michigan 48909-8240, (517) 373-1630 or by email at christensenr@michigan.gov.
FUNDING
Applicants will match grants on a minimum 1:1 cash and/or new manufactured product match. New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. The amount requested cannot exceed 50 percent of the total project costs. Funds used as match for one Council grant will not be considered as match for other Council grants.

Note: budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project. Programming and other administrative costs are not appropriate.

Funding may ONLY be used for...
- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Purchase of equipment directly related to the arts presenting or producing function of an organization
- Construction and project management costs ONLY, do not include programming in this grant

Funding may not be used for...
- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Purchase of a building, land or vehicle
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Fundraising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are members of an applicant’s staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. the cost of handling grants funds, that is charged against the grant funds)
- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks / classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

NOTE: Council funding may not be used for these items NOR can they be included in the project budget as expense items or to meet matching requirements.
Capital Improvement Program

Program Impact – 35 points at the review

- Describe the project for which you are requesting support, include why it is a current priority.
- What activities/services will take place in the facility that you are planning to renovate/expand or those that will make use of the capital fixtures or equipment purchased.
- How it relates to the mission of your organization.
- Describe the project’s use of energy efficient products and/or technologies.
- Describe the project’s impact on accessibility, quality of life, job creation, economic growth, cultural tourism or other issues deemed relevant.
- Describe how the project will sustain and/or enhance the future operating stability/capability of the facility.
- Describe the broad-based community support the project has and the number of constituents affected.

Planning and Implementation – 35 points at the review

- Establish the need for this project by detailing how you determined this project was a priority for your organization.
- Describe the process to develop your proposal, including the planning process, leadership, process to effectively plan for the stability and longevity of this project, evidence of collaboration within community or inclusive planning of community leaders, cultural diversity of constituents and others.
- Describe the administrative and financial capabilities to implement the project, including budget.
- How will the project be evaluated? What goals or outcomes are you expecting?
- Have permits been secured, if applicable.
- Describe how the board has been engaged in using an inclusive, thorough planning process to make informed decisions about the project.
- Describe who and how the project will be administered and managed, employees and contractors are appropriate and qualified for the project. How will you track local (less than 50 miles from project site), in-state and out of state workers?
- Describe the ability to operate and maintain equipment/facility after the project is complete.
- How will you raise additional funds to complete the project?
- Provide a detailed construction schedule for the project.
- Describe how the project corresponds to the organization’s long-term facilities plan.

Additional Considerations – 20 points at the review

- Provide evidence of broad based community support through financial and participatory contributions from other organizations and individuals.
- Demonstrate cooperation between local community groups, professional companies, organizations and local government authorities to ensure the most efficient use of available resources, as well as high level of community support for the project.
- Detail how this project will affect the audience and communities served by your organization.
- Ability of project to have a positive impact on cultural awareness on a local, regional or statewide basis.

Attachments – worth 10 points at the review

- Provide an itemized budget that is reflective of the project and in a readable format
- Required attachments are complete and provide relevant information
- Supplemental attachments are appropriate, relevant and strength the application

WAIVER REQUESTS—Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by May 1, 2016. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council’s Executive Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.
eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to mcaca.egrant.net (no www.).

- Codes are supplied by drop-down tabs in the eGrant system.

- The word “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

- Please use the same eGrant account for each application. Be sure to write down your username and password. If you should lose login information, please contact MCACA (do not create additional accounts).

- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files and documents must be uploaded as “.pdf” files (portable document format).

Section 1: APPLICANT INFORMATION

Name:
Enter organization’s legal name (same as DUNS/FEIN name). Use exact spellings. Do not use abbreviations, unless part of the official name. Individuals cannot be applicants, see Eligibility (pg. 3).

Department:
Enter the department, program or subsidiary of the applicant organization (if applicable).

Address 1:
Enter the organization’s physical street address or rural route #, no PO Boxes.

Address 2:
Enter the organization’s mailing address (PO Box, etc.).

City / State / Zip:
Enter the organization’s city, state, and zip for the physical street address or rural route #.

County:
Select the county the organization is physically located in.

Dun & Bradstreet Number:
Enter the applicant organization’s nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit http://fedgov.dnb.com/webform

Federal I.D. number:
Enter the applicant organization’s nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Other Common Name:
Enter another commonly used name for organization (if applicable).
Telephone: / Website: / Office Hours:
Enter the organization’s phone number, website and office hours.

Authorizing official: / Authorizing official email: / Authorizing official title:
Enter the name, email, and title of the person who is authorized to sign official papers.  
This person cannot be the same as the Project Director (See Section 3 below).

Board chairperson: / Board chairperson title:
Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status: Select the code to identify applicant organization’s legal status.

Institution: Select the code to identify the applicant organization.

Discipline: Select the code that describes the primary area of work for the applicant organization.

Section 2: PROGRAM
Program: Select “Capital Improvements”

Section 3: PROJECT INFORMATION
Category: Select either “Facility Improvements” OR “Equipment”

Project Director (contact person):
This is the person to whom questions concerning this application and the project will be addressed. Include address, email and phone number(s).  This person cannot be the same as the Authorized Official.

Project / activity title:
Enter the project’s working title, a brief descriptive title.

Request amount:
Enter the grant amount requested for your project. A minimum of $5,000 to maximum of $100,000.

Start date: / End date:
Enter the dates of your grant activity, including planning time. These dates must be within the grant award period beginning October 1, 2016 and ending September 30, 2017.

Project Description:
Enter a description about the project (100 words or less).

Project’s primary discipline:
Select the discipline code that best describes the primary discipline of the project / activity.

Type of activity:
Select the activity code that gives the best general description of what the organization is planning to do.

Project Primary Counties:
Enter the county in which the activity takes place. The applicant organization’s location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.
ARTS EDUCATION: Select the statement that best describes project activities for which support is requested.
An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner’s knowledge and/or skills in the arts with measurable outcomes. Projects not fitting the definition of arts education stated above should choose “None of this project involves arts education.”
*This selection does not affect your grant score.

Section 4: SUMMARY INFORMATION
The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a: Project Participation Summary

Total number of Michigan artists directly involved:
Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. This number will be “0” in most cases, unless artists will be employed to work on the project or be directly involved.

Total paid to Michigan artists:
Enter the amount to be paid to Michigan artists directly involved in providing artistic services specifically identified with the award. This amount will be “0” in most cases, unless artists will be employed to work on the project.

Total number of artists directly involved:
Enter the total number of artists directly involved in providing artistic services specifically identified with the award (this total must include the total of Michigan artists as well). This number will be “0” in most cases, unless artists will be employed to work on the project or be directly involved.

Total paid to artists:
Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award (this total must include the amount paid to Michigan artists). This amount will be “0” in most cases, unless artists will be employed to work on the project.

Adults engaged in “In-Person” Arts Experiences:
Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.
*For CIP applicants, please enter the number of individuals (contract workers & organizational staff) that will be directly involved in the project (not individuals benefiting as a result).

Youth Engaged in “In Person” Arts Experiences:
Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.
*For CIP applicants, please enter the number of individuals under the age of 18 (contract workers & organizational staff) that will be directly involved in the project (not youth benefiting as a result).
**Total number of new hires:**
Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. **Do not include contract workers.** A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

**Total number of employees:**
Enter the number of full time employees/equivalents for the applicant organization. **Do not include contract workers.** A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To calculate full time employees/equivalents:

\[
\begin{align*}
4 \text{ employees who work 35 plus hours a week} & = 4 \text{ full time} \\
+ 3 \text{ employees who work less than 35 hours a week} & = 1.5 \text{ full time} \\
& = 5.5 \text{ full time}
\end{align*}
\]

*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

**1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

**Total number of contracted Michigan workers involved in project:** (for Capital Projects Only)
Enter the number of Michigan workers involved in the expansion, renovation or construction.

**Amount paid to contracted Michigan workers involved in project:** (for Capital Projects Only)
Enter the amount paid to Michigan workers involved in the expansion, renovation or construction.

**Total number of contracted workers involved in project:** (for Capital Projects Only)
Enter the total number of workers involved in the expansion, renovation or construction (this total number must include Michigan workers)

**Amount paid to contracted workers involved in project:** (for Capital Projects Only)
Enter the total amount to be paid to workers involved in the expansion, renovation or construction (this total number must include Michigan workers).

**Population Benefited by Race / Ethnicity:**
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**Population Benefited by Age:**
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.

**Population Benefited by Distinct Groups:**
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.
Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION
Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: REQUIRED DOCUMENTS
Files MUST be uploaded as PDF documents. Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and lower quality. Do not embed non-printable media files (video and/or sound) in your PDF documents. Please do not enable any document security settings or password-protect any PDF files you submit to us. If you are uploading images, audio or visual files it is recommended to limit the size to 5MB.

The 10 attachments must be submitted as uploads with your on-line application, in the recommended order below:
Attachment 1 Narrative
Attachment 2 Project Budget
Attachment 3 Organizational History and Governing Board
Attachment 4 Staff/Project Bios
Attachment 5 Demographics
Attachment 6 Assurances
Attachment 7 IRS Determination Letter (if needed)
Attachment 7 – 10 Supplemental Material (optional)

Note: Attachments should be named as indicated below and MUST be PDF documents.
MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments.

Attachment 1 – Proposal Narrative
Name this file Narrative-OrganizationName (example: Narrative-Quинсyyouththeαte.pdf).
Submit up to four (4) narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.
For the Narrative, refer to the appropriate category’s Review Criteria as an outline and guide to describe the FY17 activities you wish to be supported. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY17 activities, if applicable.

It is encouraged that applicants include hyperlinks and URLs of their website, links to videos, artist websites, marketing materials, Facebook pages, social media, etc. that are pertinent to an organization’s grant application.

Attachment 2 – Project Budget
Name this file Budget-OrganizationName (example: Budget-Quинсyyouththeαte.pdf)
Submit a detailed itemization of your project budget. Do not include programming or operational budget items only those specific to the capital improvement program. The itemization must show a 1:1 cash and/or new manufactured product match. You cannot use state funds or other state funds as a match. Keep complete records and receipts.

Further, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, but should also not be included in the itemized budget. See Program Guidelines (pg. 7) for the complete list. A sample budget itemization can be found on page 24, OR by clicking on the “Click here for a Capital Project itemization template” link within the eGrant system on the Required Documents page.
Attachment 3 – Organizational History and Governing Board
Name this file History-OrganizationName (example: History-Quincyyouththeater.pdf)

Provide a brief overview of your organization’s history and purpose, including its artistic objectives. If your organization is not solely an arts organization, describe the extent of its arts and cultural activities.

Provide a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board’s representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.
This attachment is limited to three pages.

Attachment 4 – Staff / Project Bios
Name this file Bios-OrganizationName (example: Bios-Quincyyouththeater.pdf)

Provide appropriate staff and project bios as it relates to your application. Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.
This attachment is limited to three pages.

Attachment 5 – Demographics
Name this file Demographics-OrganizationName (example: Demographics-Quincyyouththeater.pdf)

Provide a description of your organization’s service area, meaning the area or community you primarily serve, its demographics and artistic environment. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

Attachment 6 – Assurances
Name this file Assurances-OrganizationName (example: Assurances-Quincyyouththeater.pdf)

This form can be found on page 19, OR by clicking on the “Click here to download the Assurances document” link within the eGrant system on the Required Documents page. This form must accompany your application. If you are unable to provide an official electronic signature then you must print, sign, scan and upload the signed document as an attachment to your application. It is strongly encouraged that the document is a pdf. If you are unable to scan and upload this form please mail it in.

Attachment 7 – IRS Determination Letter
Name this file IRS-OrganizationName (example: IRS-Quincyyouththeater.pdf)

*The IRS Determination letter is only required if you have not completed a 990 to the IRS.

Attachments 7-10 – Supplemental Material
Name this file Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload additional materials or documentation regarding your project that will assist the peer panel in reviewing your application. Applicants requesting funding for the expansion, renovation or construction of cultural facilities must include appropriate documentation of facility ownership, and copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with their completed application. Letters of Support from no more than four organizations, businesses and the municipality are encouraged. Files may include visual, audio and video files. Be sure to name accordingly based on attachment number with file sizes limited to 5MB.
Section 6: PAYMENT

A $50.00 non-refundable application fee is required before submitting your application. Section 6 of the application is the payment page.

Click on the link that then sends you to the online payment page (http://www.cvent.com/d/xfq3s9/4W).

The MCACA now has an option to pay online for the non-refundable application fee. We **highly recommend** paying by credit, rather than sending a check.

Enter personal information and contact information. Then click “next.”

![Payment Page Image]

Enter the Organization’s name and Work Phone number. Then click “Next.”

![Payment Page Image]
Select the program that you are submitting an application, then click “Next.”

The “Registration Summary” page uses the information just entered from the previous screens. Verify that the information is correct, then click “Next.”

The “Submit Payment” page is where you select and enter method of payment. If you select “Credit Card” (highly recommended), the payment information will drop down.
If you select “Credit Card” (highly recommended):
- Enter your credit card information
- Click “Finish.”

If you select the “Check” payment option
- Click “Finish”
- Then, make check payable to the “State of Michigan” and mail to the following address:
  Michigan Council for Arts & Cultural Affairs
  Attn: Adam Wheater
  300 N. Washington Square
  Lansing, MI 48913

Once you click “Finish,” you will go to a confirmation page.

You will also receive an email with the confirmation information.
You will need to copy the “Confirmation Number.”
The confirmation number is required to submit your grant application in eGrant.
In eGrant, you will need to enter the confirmation number in the “confirmation code” box.

Once the confirmation code is entered, click “Next.”

**Application Submission**

Applications are to be submitted on-line by 11:59 p.m. EST, June 1, 2016. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding. The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Items to be mailed should be put in one envelope and must be postmarked by the **U.S. Post Office or dated by a commercial carrier** by June 2, 2016. Metered mail will not be accepted as proof of meeting deadlines. The Council is not responsible for the loss or damage of the application fee. Keep a complete copy of your application for your file.
Michigan Council for Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:
1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

☐ This application was approved by the governing board on _____/_____/_____

☐ This application is scheduled to be approved by the governing board on _____/_____/_____
   If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: ____________________________________________________________

Grant Program: ________________________________________________________________

Authorized Official: (Cannot be the Project Director)

Name (typed) ___________________________________________________________ Date __________

Signature: ____________________________________________________________________
**Capital Improvement Resources**

**Michigan Energy Office:** promotes energy efficiency and renewable energy resource development to Michigan residents, businesses and public institutions.

**Rebuild MI Program:** assists public K-12 schools, local governments, public colleges/universities, public housing authorities and other not-for-profit owned facilities with improving operational energy efficiency by providing technical assistance, financing for cost effective projects, educational tools, and more. [http://www.michiganbusiness.org/cm/Files/Energy_Office/Rebuild-Michigan.pdf](http://www.michiganbusiness.org/cm/Files/Energy_Office/Rebuild-Michigan.pdf)

**SmartBuildings Detroit Program:** using a $10 million U.S. Department of Energy grant to encourage the installation of energy saving improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The program leverages other incentives and energy optimization programs available to commercial property owners. [http://www.degc.org/site-selectors/incentives-and-financing](http://www.degc.org/site-selectors/incentives-and-financing)

**Michigan Saves:** a nonprofit dedicated to making energy improvements easier for all Michigan energy consumers. To accomplish this, Michigan Saves makes affordable financing and other incentives available through grants and partnerships with private sector lenders. [http://www.michigansaves.org](http://www.michigansaves.org)

**Nonprofit Finance Fund:** works to create a strong, well-capitalized and durable nonprofit sector that connects money to mission effectively, supporting the highest aspirations and most generous impulses of people and communities. NFF’s strategy is to provide financial resources, in the form of loans, grants, and asset-building programs, in concert with management advice. [http://nonprofitfinancefund.org](http://nonprofitfinancefund.org)

**Business to Business Connect:** a public-private initiative developed by the Michigan Economic Development Corporation (MEDC) that introduces Michigan companies to opportunities that help them grow and expand. By participating in the program, companies can: Find procurement resources to expand their supply chain, Find new business opportunities, Access a new business-to-business network, and receive business assistance at little to no cost involving finance, legal, accounting, and other services. [http://www.puremichiganb2b.com](http://www.puremichiganb2b.com)
Test Yourself with these Questions

Please review the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8. Are the project activities accessible to the general public? Persons with disabilities?
9. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
10. Do bios of key personnel reflect relevant experience and expertise?
11. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12. MCACA final grant awards can sometimes be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?
**Budget Definitions**

**General**

**Activity:** Refers to the specific project or range of operations funded by MCACA.

**In-Kind:** In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

**Grant Amount Requested / Awarded:** Amount requested / awarded in support of this activity.

**Revenues**

**Earned Revenue Definitions:**

**Admissions:** Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

**Unearned Revenue Definitions:**

**Applicant Cash:** Funds from the applicant’s resources allocated to this project.

**Corporate Support:** Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

**Foundation Support:** Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

**Government Support (Federal, Regional & Local):** Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

**Other Private Support:** Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

**Other Unearned:** Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**State Support – Not from Council:** Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward cash match.
Expenses

Capital Expenditures – Acquisitions: Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures – Other: Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employee – Administrative: Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees – Artistic: Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees – Technical/Production: Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video/film technicians, exhibit preparators and installers, etc.

Marketing: All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

Non-employee Artistic Fees and Services: Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses: All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Space Rental: Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.
# ITEMIZATION TEMPLATE

<table>
<thead>
<tr>
<th></th>
<th>CASH</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>REVENUE - EARNED</strong></td>
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<td></td>
</tr>
<tr>
<td>Total Earned Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE - UNEARNED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate, Foundation &amp; Private support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate support</td>
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<td></td>
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<tr>
<td>CN</td>
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<td></td>
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<tr>
<td>Fifth Third Bank</td>
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<tr>
<td>Foundation support</td>
<td></td>
<td></td>
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<tr>
<td>Knight Foundation</td>
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<tr>
<td>Reuter Foundation</td>
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<tr>
<td>Private support</td>
<td></td>
<td></td>
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<tr>
<td>Individual contributions</td>
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<tr>
<td>Other unearned revenue</td>
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<tr>
<td>MCACA grant request</td>
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<tr>
<td><strong>TOTAL CASH REVENUE</strong></td>
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<table>
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<tr>
<th><strong>EXPENSES - CASH</strong></th>
<th>CASH</th>
<th>In-Kind</th>
<th>MCACA share</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>Employee expenses</td>
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<td>Facility Manager</td>
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<td>$ -</td>
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<tr>
<td>Non-employee costs</td>
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<td>NB Construction</td>
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<tr>
<td>Capital expenses</td>
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<td>Misc. Caulking</td>
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<tr>
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</table>

Be sure to display both labor and material expenses.
The “MCACA share” column is a subset of the “CASH” column and not in addition to.