**Important Grant Reporting Policies**

1. **APPROVAL OF PROJECT REVISIONS**

The grantee must notify the NWMAC Director by phone and/or in writing at any point that the program or project is changed from the way it was described in the grant application. This includes, but is not limited to:

* Substitutions in personnel
* Change of project dates
* Receipt of additional funds
* Change of number of performances

Changes in the project must be approved by the Arts Council and may result in a revision or revocation of the grant award.

If the grantee does not report project changes to the Arts Council Director of the above-mentioned changes before the project dates, five points will be deducted from the applicant’s average rating. This will occur on the next eligible arts grant application reviewed by the Arts Council within two years of the penalty.

1. **FINAL REPORT SUBMISSION**

Grant recipients must submit a final report to the NWMAC within 60 days of the date stated in the application as the end of the project or program. The final report must include:

* A final financial report
* Project narrative
* Project evaluation
* Copies of press releases, newspaper articles, and project publicity.

If the grantee fails to request an extension, three points will be deducted from the applicant’s average rating. This will occur on the next eligible arts grant application reviewed by the Arts Council within two years of the penalty.

Failure to submit any final reports will adversely affect the recipient’s eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the Northwest Minnesota Arts Council.