Grantee Management Checklist: How to Get Paid

☐	**Submit the Contract Details Form based on your final award amount** • Visit florida-arts.org/dcagrants and log in • Click on My Proposals, Manage Grant and Edit Contract Details • Complete all sections of the form including the Scope of Work, Deliverables, and Budget • The Scope of Work is a description of what grant funds will be spent on during the grant period. The deliverables are the services identified in the Scope of Work that correspond to each payment. The deliverables have to be tied to each payment and directly connect with the budget line-items/categories. • GPS Grantees: The budget on this form will be used to submit changes to the application budget if award amount is less than requested in application. • Submit by June 13 • *Initiates creation and release of Grant Award Agreement*
☐	**Submit a current Substitute W-9 Form on file with the Division of Corporations** • Visit flvendor.myfloridacfo.com and follow on-screen instructions • All grantees must submit the Substitute W-9 every year by the time they return their Grant Award Agreement.
☐	**Set up Direct Deposit** • Visit myfloridacfo.com/aadir/direct_deposit_web/vendors.htm and follow on-screen instructions • Only required for grantees who have not previously received Direct Deposit from the state or must change their account information
☐	**Sign and return your Grant Award Agreement** • Must be returned by mail to the Division of Cultural Affairs within 30 days • *Initiates Payment 1*
☐	**After Payment 1 is expended, submit Grant Funds Expenditure Log** • Items in the Description/Deliverable column must match word-for-word the Deliverables in the Contract Details Form and your Grant Award Agreement • Must be in line with your budget • GPS Grantees: Total under State Funds Used must equal 1/4 of your total grant amount, rounded down to the nearest dollar. • *Initiates Payment 2*
☐	**After Payment 2 is expended, submit Grant Funds Expenditure Log** • Items in the Description/Deliverable column must match word-for-word the Deliverables in the Contract Details Form and your Grant Award Agreement • Must be in line with your budget • GPS Grantees: Total under State Funds Used must equal 1/4 of your total grant amount, rounded down to the nearest dollar. • *Initiates Payment 3*

☐	**After Payment 3 is expended, submit Grant Funds Expenditure Log** • Items in the Description/Deliverable column must match word-for-word the Deliverables in the Contract Details Form and your Grant Award Agreement • Must be in line with your budget • GPS Grantees: Total under State Funds Used must equal 1/4 of your total grant amount, rounded down to the nearest dollar. • *Initiates Payment 4 with 10% withheld*
☐	**After Payment 4 is expended, submit Grant Funds Expenditure Log** • Items in the Description/Deliverable column must match word-for-word the Deliverables in the Contract Details Form and your Grant Award Agreement • Must be in line with your budget • GPS Grantees: Total under State Funds Used must equal the remainder of your grant award amount. • *Initiates Payment 5 (reimbursement of withheld 10%)*
☐	**At the end of the grant period, submit the Final Report** • Visit florida-arts.org/dcagrants and log in • Click on My Proposals, Edit Report • Complete all sections of the Final Report • Submit
☐	**Submit a Contract Details Amendment for any grant changes** • Required in advance for any deviations from the proposal as outlined in the grant application and/or Deliverables, Scope of Work, or budget in the Grant Award Agreement. • Visit florida-arts.org/dcagrants and log in • Click on My Proposals, Manage Grant and Contract Details Amendment

Additional information:

- Your contract will be e-mailed to you. In order to receive it promptly, confirm that you have the correct contact information in your Organization Profile at florida-arts.org/dcagrants.
- General Program Support Grants will be divided into **four equal payments**, which will be available for disbursement at the beginning of July, October, January and April.
- Project Grants may be **between one and four payments** depending on the timeframe and scope of the project. Confer with your Program Manager to determine the number of payments and disbursement schedule before submitting the Contract Details Form.
- Download the Grant Funds Expenditure Log here.
- For examples of forms, visit the Division's Managing Your Grants page.
- Contact your Program Manager with any questions.