



Managing an Award FAQs

Managing your award takes place in the post award phase of the grants process. It comprises a significant amount of work over the duration of the award dates, which includes implementing the grant, reporting progress, and completing the closeout requirements. The Maine Arts Commission can assist to ensure you are able to comply with the grant terms and conditions.

The Funding Cycle for most Maine Arts Commission grant awards takes place between July 1 and June 30 each year. This means that grant funds must be used within that time period. A project can have parts of the project that take place outside of these dates; but grant money must be used for expenses that occur only within this window. If a project extension is needed by an applicant, the agency can allow an altered timeline as long as the extension does not go beyond the fiscal cycle.

Partial Funding may happen for some awards. If you are unable to undertake your project with the reduced award, you must decline the funding. If you are able to undertake the project with the partial funding, you should be prepared to explain how you made up for the shortfall in the Final Report. This could be done by acquiring additional funds, scaling your project, implementing efficiencies, etc.

Changing fund-use of a grant is not recommended. If circumstances make it impossible for an applicant to complete the project, a request may be made to change how the grant funds are used. The request should fulfill the intent of the project and should have compelling circumstances for the alteration. Reasons for doing this could include moving a rain-canceled project to an event later that year, hiring a comparable artist to replace an artist that canceled, changing venue locations if problems arise with first venue, etc. If an applicant wishes to change fund-use, they must email the agency grants director with information about the original plan, circumstances that necessitate a change, and the change-solution they feel is most appropriate. The grants director will email a response that either approves or declines the recommended change. The email conversation will be archived in the Administration section of the Final Report.

Final Reports are due for all grants. It is recommended that Final Reports be submitted just after the end of the project. All final Reports must be completed prior to funding notification of the next grant cycle. Not submitting a final report will affect future funding allocations for the applicant. There is a separate help document for the Final Report.

Executed contracts can be found on the State of Maine Website as searchable PDF images. If you need a copy you can do a search and find what you need.

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>