

Program Documentation

As stated in the grant contract, programming documentation is required for each grant-funded component. Grantees may use the same promotional materials submitted for the logo recognition to show documentation of programming. Grantees should include programs listed in the approved grant application and budget. Grantees **MUST** contact COCA before making any changes to approved programs or budgets, as this requires an amendment to the executed award agreement.

Program Documentation should be combined into a single PDF document, labeled with Grantee name and Grant number, and emailed with final report.

Documentation *may* include:

- Advertisements
- Artist Contracts
- Box Office Reports
- Brochures
- Exhibition Catalogues
- Marketing Materials
- Posters
- Press Clippings
- Programs

Expenditure Log

Grantees will enter their grant fund expenditures into the grant funds expenditure log. This log should be used to track all grant fund expenditures.

For each expense, you will list:

- transaction date
- transaction type (check, credit card, wire transfer, etc.)
- check, invoice, or transaction number (if applicable)
- payee
- budget category
- description of expense

COCA reserves the right to request back up payment documentation including - copies of bank statements, cleared checks, financial records, invoices, receipts, etc. Grantees are subject to audit and are expected to retain grant records for a period of five (5) years.

For questions about Program Documentation and Expenditure Logs, please contact COCA's Grants Manager, Hillary Crawford at hillary@tallahasseearts.org, 850.408.8480