



Dane Arts Grants – Updating your Budget in WebGrants

To ensure our records are accurate, we ask you to update your **budget** in WebGrants so the requested amount reflects the actual dollar amount awarded. **First, you will adjust the “Expense Covered by Grant” column so that the total matches your final grant award. Next, ensure that the total “Cash Expense Amount” and total “Project Income (Cash)” are equal so that the budget still balances out to zero.**

Follow the instructions below to update your budget in WebGrants.

Reach out to Augusta Brulla with any questions: brulla.augusta@danecounty.gov | 608-283-1475

1. You will receive an email from culturalaffairsgrants@mail.webgrantscloud.com notifying you that the status of your application has changed from “Under Review” to “Correcting.” The budget section of your application is now open for editing.

2. Log in to WebGrants: <http://www.culturalaffairsgrants.com/index.do>

3. Find your recent application by selecting the **Applications** tab from the menu.

The screenshot displays the WebGrants application interface. At the top, the header includes 'DANE COUNTY CULTURAL AFFAIRS COMMISSION' and 'DANE ARTS' with a logo. The user profile 'Augusta Tester' is shown as an 'External User' and 'Grantee'. The main navigation menu on the left lists several options: 'Dashboard', 'Work Assignment', 'Calendar', 'Alerts', 'Document Repository', 'Funding Opportunities', 'Applications' (highlighted with a red circle), 'Grants', 'Reports', and 'My Profile'. The 'Work Assignment' section is active, showing 'All currently assigned work'. It contains three sub-sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', and 'Recent Correspondence - Within the Last 30 Days'. Each sub-section has a table with columns for document details.

Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	Sub-Type	ID
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Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID
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Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From
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4. Select your application. The status should be “Correcting.”

Augusta Tester
External User
Grantee

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Submitted Applications

List of all current submitted applications

Back | Print | Online Help | Log Out

Current Applications | Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
25034	Correcting	Final Application	2023-12-14 Test App Project Grant - Copy	Test	PG-Project	25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) (Closed)	Feb 5, 2024 9:00 AM
25036	Submitted	Final Application	Augusta Test Capital Application 2	Test	CG-Capital	25028-Capital 2024-01 (Closed)	Feb 2, 2024 5:00 PM
25031	Submitted	Final Application	Augusta Test Short Order 1	Test	PG-Project	25029-Short Order Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) - Copy (Closed)	Feb 1, 2024 5:00 PM

Showing 1 to 3 of 3 entries

ID

Status

Stage

| 25034 | Correcting | Final Application |

5. Select **Edit Application**.

 **Submitted Applications**
List of all current submitted applications

[Back](#) | [Print](#) | [Online Help](#) | [Log Out](#)

Application Preview | Attachments | Alert History | Map

 **Application Details**

[? Ask a Question](#) [Edit Application](#)

25034 - 2023-12-14 Test App Project Grant - Copy
[Application Details](#)

Funding Opportunity:
25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History)

Funding Opportunity Due Date:
Feb 5, 2024 9:00 AM

Program Area:
Project

Status:
Correcting

Negotiation Due Date:
05/31/2024

Stage:
Final Application

Initial Submit Date:
Dec 14, 2023 4:44 PM

Initially Submitted By:
Augusta Tester

Last Submit Date:
Apr 18, 2024 12:33 PM

Last Submitted By:
Augusta Tester

6. Scroll down to **Application Details**. Click on the Budget component.

Application Preview | Attachments | Alert History | Map

 **Application Details**

As you begin your application, remember to save your work often; the software does not auto-save. Once saved, you may exit WebGrants and complete/submit your application at a later date. Be sure to use the Back button within WebGrants. DO NOT use the back button on your browser (this may generate an error).

To successfully submit your application, you must click the "Submit Application" button.

If your application has been successfully submitted, you will receive an email confirmation from culturalaffairsgrants@mail.webgrantscloud.com. If you do not receive this confirmation, the application has not been submitted.

For technical assistance and other questions contact: Augusta Brulla, Cultural Affairs Specialist brulla.augusta@countyofdane.com | 608-283-1475

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
Budget		Jan 18, 2024 12:48 PM - Augusta Tester

7. Scroll to view the budget. Click **Edit Grid**.

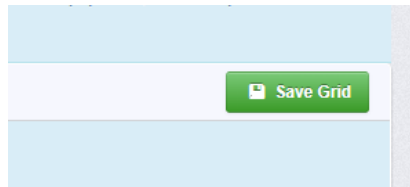
Project Expenses (Cash) - Grid				
Applicant must indicate if expenses will/will not be covered by the Dane Arts grant. Dane Arts Project Grant requests (Expense Covered by Grant total) may not exceed \$5,250.				
Category	Explanatory Notes (25 char. limit)	Expense Covered by Grant	Cash Expense Amount	Total Expense
Project-Specific Administrative Compensation	Curator Fee	\$500.00	\$1,000.00	\$1,500.00
Artistic Honoraria 1	Artist Fee 1	\$250.00	\$250.00	\$500.00
Artistic Honoraria 2	Artist Fee 2	\$250.00	\$250.00	\$500.00
Artistic Honoraria 3	Artist Fee 3	\$250.00	\$250.00	\$500.00
Artistic Honoraria 4	Artist Fee 4	\$250.00	\$250.00	\$500.00
Artistic Honoraria 5		\$0.00	\$0.00	\$0.00
Artistic Honoraria 6		\$0.00	\$0.00	\$0.00
Supplies/Materials 1	Framing	\$0.00	\$2,000.00	\$2,000.00
Supplies/Materials 2		\$0.00	\$0.00	\$0.00
Promotions/Publicity/Printing/Postage 1	Printing/mailings	\$300.00	\$0.00	\$300.00
Promotions/Publicity/Printing/Postage 2	Digital Marketing	\$0.00	\$700.00	\$700.00

8. FIRST, update the **Expense Covered by Grant** column so the total matches your final grant award.

Expense Covered by Grant
\$500.00
\$250.00
\$250.00
\$250.00
\$250.00
\$0.00
\$0.00
\$0.00
\$0.00
\$300.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$1,800.00

This total should equal your grant award.

9. Make sure to click **Save Grid** after any edits! The grid will refresh with your updated total.



10. Each applicant will adjust their budget differently. If you adjust the **Cash Expense Amount** column, please make sure that the total **Cash Expense Amount** matches the total **Project Income (Cash)**.

Project Expenses (Cash) - Grid					✓ Mark as Complete	✎ Edit Grid
Applicant must indicate if expenses will/will not be covered by the Dane Arts grant. Dane Arts Project Grant requests (Expense Covered by Grant total) may not exceed \$5,250.						
Category	Explanatory Notes (25 char. limit)	Expense Covered by Grant	Cash Expense Amount	Total Expense		
Project-Specific Administrative Compensation	Curator Fee	\$500.00	\$1,000.00	\$1,500.00		
Artistic Honoraria 1	Artist Fee 1	\$250.00	\$250.00	\$500.00		
Artistic Honoraria 2	Artist Fee 2	\$250.00	\$250.00	\$500.00		
Artistic Honoraria 3	Artist Fee 3	\$250.00	\$250.00	\$500.00		
Artistic Honoraria 4	Artist Fee 4	\$250.00	\$250.00	\$500.00		
Artistic Honoraria 5		\$0.00	\$0.00	\$0.00		
Artistic Honoraria 6		\$0.00	\$0.00	\$0.00		
Supplies/Materials 1	Framing	\$0.00	\$2,000.00	\$2,000.00		
Supplies/Materials 2		\$0.00	\$0.00	\$0.00		
Promotions/Publicity/Printing/Postage 1	Printing/mailings	\$300.00	\$0.00	\$300.00		
Promotions/Publicity/Printing/Postage 2	Digital Marketing	\$0.00	\$700.00	\$700.00		
Space/Equipment Rental 1	Space rental	\$0.00	\$2,000.00	\$2,000.00		
Space/Equipment Rental 2		\$0.00	\$0.00	\$0.00		
Transportation 1		\$0.00	\$0.00	\$0.00		
Transportation 2		\$0.00	\$0.00	\$0.00		
Other	Reception catering	\$0.00	\$1,000.00	\$1,000.00		
Other		\$0.00	\$0.00	\$0.00		
Other		\$0.00	\$0.00	\$0.00		
Other		\$0.00	\$0.00	\$0.00		
Total		\$1,800.00	\$7,700.00	\$9,500.00		
Last Edited By: Angela Tester - Apr 17, 2025 10:01 AM					✎ Edit Grid	

\$7,700.00

Cash Expense Amount

Project Income (Cash) - One

✓ Mark as Complete

✕ Edit Grid

\$7,700.00

Project Income (Cash)

11. After you **Save Grid**, scroll to the bottom of the screen to view your **Budget Summary**. Please ensure **Expense Covered by Grant (Request Amount)** equals the exact amount of your final grant award, and the budget balance is zero.

Budget Summary

Double check your budget totals in the summary below.

The Dane Arts grant requires applicants to utilize **zero-based budgeting**.

Project budgets must zero out (Income - including cash income and grant request) – Expenses = \$0).

Zero-Based budgeting is a method of budgeting where every expense is justified and accountable.

Total Expense Amount: \$9,500.00

Cash Income Amount: \$7,700.00

Expense Covered by Grant (Request Amount): \$1,800.00

Budget Balance

Expenses minus Income. **This should be \$0.00**

Zero-Based Budget: \$0.00

In-Kind

In-Kind Amount: \$3,000.00

12. When you have finished updating your budget, click **Mark as Complete**.

Budget Summary - Grid

✓ Mark as Complete

✎ Edit Grid

Total Cash Expenses - Total Cash Income = Total Request Amount
Total Cash Expenses + Total In-Kind = Total Budget
Grant request cannot exceed 50% of Total Budget

Expense Total, Income Total, In-Kind Total and Grant Request Amount will be inserted automatically when saved

Category	Total Cash Expenses	Total Cash Income	Total In-Kind (Non-Cash)	Total Request Amount	Total Request Percentage	Total Budget
Grant Request Amount	\$10,200.00	\$8,425.00	\$1,000.00	\$1,775.00	15.85	\$11,200.00

Last Edited By: Augusta Tester - Apr 25, 2024 1:11 PM

✎ Edit Grid

13. Don't forget to **Submit Application**.

25034 - 2023-12-14 Test App Project Grant - Copy

Status: Correcting

Stage: Final Application

Application Due Date: Feb 5, 2024 9:00 AM

Program Area: Project

Funding Opportunity: 25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History)

Organization: Test

Requested Total: \$1,775.00

Application PreviewAttachmentsAlert HistoryMap

Application Details

Preview Application

✓ Submit Application

Ask a Question

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For technical assistance and other questions contact: Augusta Brulla, Cultural Affairs Specialist brulla.augusta@countyofdane.com | 608-283-1475

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
Budget	✓	Apr 25, 2024 1:11 PM - Augusta Tester

14. Your application status will change from “Correcting” to “Submitted.”

Current Applications

Archived Applications

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