

Final Status Report Instructions

Grant recipients have 14 months to complete the project from when money is released. Due date for the Status Report is 30 days after project is completed.

To complete and submit a status report, please follow these steps:

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

Select **Grants** tab:

The screenshot shows the 'Work Assignment' dashboard. The left sidebar has a red box around the 'Grants' tab. The main content area is divided into three sections:

- Approaching Deadlines - Next 30 Days**: A table with columns: Due Date, Document, Sub-Type, ID, Status, Title, Program Area, Funding Opportunity. Below the table, it says "No data available in table".
- Recent Negotiations - Due Within 30 Days**: A table with columns: Due Date, Document Type, Sub Type/Round, ID, Status, Title, Organization, Program Area, Funding Opportunity. Below the table, it says "No data available in table".
- Recent Correspondence - Within the Last 30 Days**: A table with columns: Sent Date, Flag, From, To, Subject, Message. Below the table, it says "No data available in table".

Select the grant you would like to create a final status report for:

| ID | Status | Year | Title | Organization | Program Area | Funding Opportunity | Duration | Grant Amount |
|-------|----------|------|------------------------|-----------------------|--------------|--|-------------------------|--------------|
| 25031 | Underway | 2024 | 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 | 05/01/2024 - 07/15/2025 | \$1,000.00 |
| 25133 | Underway | 2024 | DTPi Test Grant - TEST | Test New Organization | PG-Project | 25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) | - | \$30,200.00 |
| | | | | | | | | \$31,200.00 |

Showing 1 to 2 of 2 entries

Select **Status Reports** from the Grant Components menu:

25527 - 2024-06-10 Test App Project Grant - 2024

Status: **Underway**

Program Area: Project

Funding Opportunity: 25514-Project 2024-02 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History)

Organization: Test

Grantee Contact: Augusta Tester

Program Officer: Augusta Brulla

Awarded Amount: \$3,275.00

Grant Components [Preview Grant](#)

The grant forms appear below.
Your grant award details are saved here, as well as many forms which may be used to manage your grant.

| Component | Last Edited |
|-----------------------|---------------------------------------|
| General Information | Jun 20, 2024 1:44 PM - Augusta Brulla |
| Status Reports | |
| Project Information | |
| Project Narrative | |
| Budget | |
| Attachments | |
| Correspondence | |
| Funding Opportunity | - |
| Application | - |

Select **Add Status Report**:

25031 - Test Short Order 1 - 2024

Status: **Underway**

Program Area: Project

Funding Opportunity: 25029-Short Order Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) - Copy

Organization: Test

Grantee Contact:

Program Officer:

Awarded Amount: \$1,000.00

Grant List Genera **Status** Contra Attach Projec Budget

+ Add Status Report

Status Reports (Final Report)

All status reports created for this grant appear below.

Under “Sub Type” select **Final Report**:

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:

Title:

Report Dates*:

Start Date End Date

Enter report title, report dates, and **Save Form**.

Complete each component, save and “Mark as Complete”:

Status Report Preview Attachments Alert History Map

Status Report Details ✓ Submit Status Report ✕ Withdraw 📄 Copy 🔍 Preview Status Report

• Status Report is in compliance and is ready for Submission!

| Component | Complete? | Last Edited |
|---------------------|-----------|---------------------------------------|
| General Information | ✓ | Jul 3, 2025 12:21 PM - Augusta Tester |
| Narrative | ✓ | Jul 3, 2025 12:34 PM - Augusta Tester |
| Details | ✓ | Jul 3, 2025 12:34 PM - Augusta Tester |
| Attachments | ✓ | Jul 3, 2025 12:36 PM - Augusta Tester |
| Certification Form | ✓ | Jul 3, 2025 12:36 PM - Augusta Tester |

When all components are complete, you may **Submit Status Report**

Budget Note: If there were any significant changes to the budget submitted with your original application, please describe in the Budget Updates section of the form:

If you had any significant updates/changes to the budget initially submitted with your grant, please briefly explain here.

Budget Updates: