

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:

Work Assignment
All currently assigned work

Work Assignment | Calendar | Alerts | Document Repository

Dashboard > Back | Print | Online Help | Log Out

Approaching Deadlines - Next 30 Days [View Overdue Approaching Deadlines](#)

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

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
No data available in table							

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	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
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Select the grant you would like to create a final status report for:

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Back

Print

Online Help

Log Out

Current Grants

Closed Grants

Search Claims

Current Grants

All active grants are listed below.

Search:

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	
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

Contra

Attach

Projec

Projec

Budget

Status Reports (Final Report)

+ Add Status 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*:

Final Report

Title:

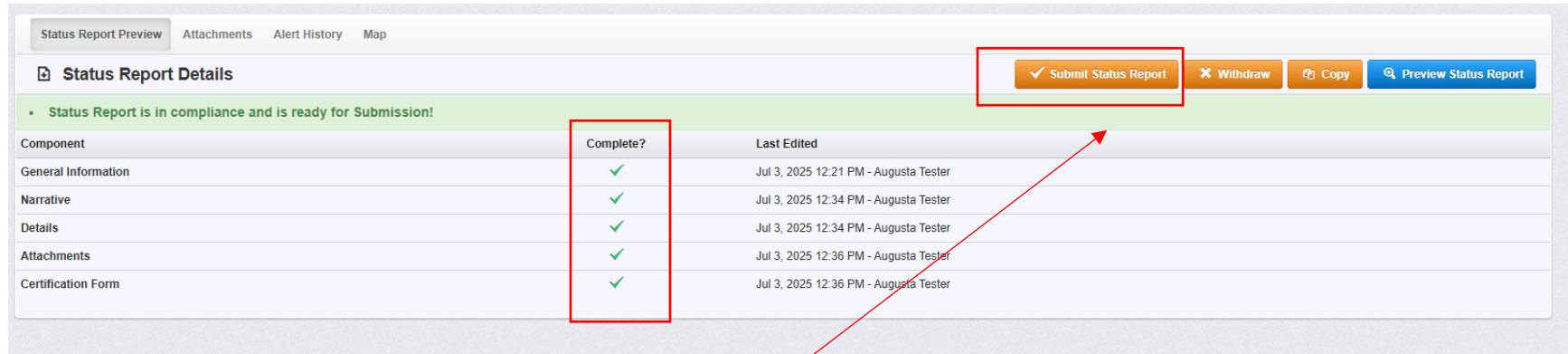
Report Dates*:

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: