



# Submitting your Final Report Grants to Organizations / Arts in Education

Following are instructions for submitting your Final Report. The deadline to submit your Final Report is July 31, 2019, but we encourage you to submit it as soon as your project is complete. ArtsWA staff may have limited availability to answer questions on the day of the deadline.

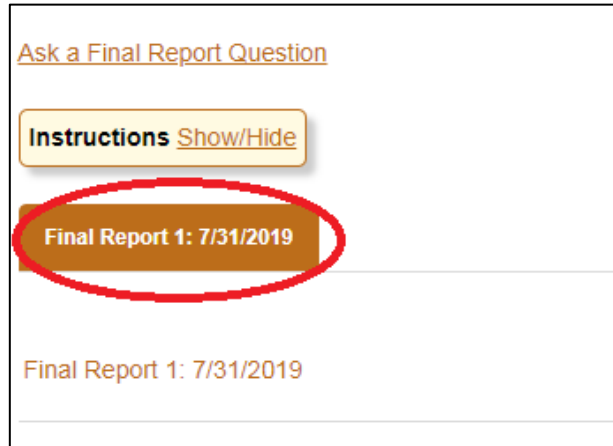
For questions about the Final Report, or the grant payment process, please contact [Hannah Dahlke](#), Program Assistant, (360) 586 0026. For technical assistance with ZoomGrants, contact the [Help Desk](#).

## Instructions:

1. Access the [ZoomGrants log in](#) page.
  - Log in with your ZoomGrants username and password.
    - If you have forgotten your password, click on ‘forgot password’ and follow the instructions to recover the password. You will need the email address associated with the account. If you are unable to recover your password, contact [ZoomGrants](#).
    - If you do not have the username for your account, please contact [Hannah Dahlke](#).
2. Logging in will take you to your account home page where you will see listed your grant application, the grant amount, and a link to both your application and to the Final Report form. If you applied in multiple categories, be sure to pay attention to which final report goes with which application.
  - Click on the orange button that says “Add Final Report”
  - This will take you to the summary page of your grant application. You will see the same set of tabs that were a part of your application, along with two new tabs, called “Final Report” and “Final Report Totals”

The screenshot shows the ZoomGrants user interface. At the top, it says "Washington State Arts Commission" and "FY19 LEVEL A". Below this are several navigation buttons: "OPEN PROGRAMS", "OVERVIEW", "ELIGIBILITY", "REVIEW PROCESS AND CRITERIA, POLICIES AND RESTRICTIONS", "LIBRARY", and "CONTACT ADMIN". The main content area shows a grant application for "ZZZ Amazing Organization #1" titled "Art for All" with a requested amount of "\$ 1,500.00". A "Submit" button with a green checkmark is visible. Below the application details is a navigation menu with tabs: "Summary", "Organization Information", "Project Information", "Budget", "Your Events: History and Proposal", and "Upload Additional Materials". Underneath this menu, two new tabs are added: "Final Report" and "Final Report Totals". The "Final Report" tab is circled in red. Below the navigation menu, there is a "Summary" section with a note "(answers are saved automatic...)" and an "Instructions Show/Hide" button. At the bottom, there is a form field for "Application Title/Project Name" with the value "Art for All" entered.

- Click on the “Final Report” tab to get to the final report form and begin filling in your data. Note that it will say “Final Report 1: 7/31/2019”. You can ignore the number 1. We only ask our grantees for one Final Report so there is not a number 2 etc.!
- Our report process does not use the “Final Report Totals” tab so you can ignore it.



3. Enter answers where requested.

- Note that for narrative questions, you will not be able to format your text with things like bullet points or bold text.
- Some questions require you to look at the PDF titled “FY19 NEA Codes” – which is accessible from the Library. To find the Library, scroll to the top of the page to see the gray tab titled “Library”.
- At the end of the Final Report, you will need to upload multiple documents. We provide templates for two of these documents. You can access the templates by clicking on the orange link in the document request box. (see image below)

Documents Requested *	Required?
Visual documentation: Images (max of 2) OR 1 video (max 5 mins)	Required
Completed FY19 GTO Media Information Form <a href="#">Download template: FY19 Media Information Form</a>	Required
Copy of print material (i.e. poster, program flyer, postcard, etc)	Required
Completed FY19 GTO Project Locations Form <a href="#">Download template: FY19 GTO Project Locations Form</a>	Required
Letter/s to State Senator or State Representative	Required

- If you are an Arts in Education grantee (First Step or Community Consortium), please note that when you enter in your final budget numbers within your application table, the totals will not display until you refresh the page.
- ZoomGrants automatically saves your data as you work. You may see a flashing ‘Saving’ icon that shows up briefly and disappears. If it continues to flash and you are unable to return to your final report, go to this [help page](#) for further instructions. Once saved you can leave the Final Report and return later to complete it.

4. When you are ready to submit your Final Report, press the submit button at the top of the page.

ZZZ Amazing Organization #1  
**Test Project Title of Project**  
 \$ 15,000.00 requested

Application Status: **Approved** \$ 20.20  
 Submitted: 3/8/2018 5:16:43 PM (Pacific)

Print/Preview

1. Summary 2. Organization Information 3. Proposal Narrative 4. Budget, Partners, and Project Scope 5. Upload Additional Materials

Final Report Final Report Totals

Ask a Final Report Question (answers are saved automatically when you move to another field)

Instructions Show/Hide

Final Report 1: 1/15/2019

Final Report 1: 1/15/2019

**Submit Final Report 1**

**Final Report Contact Person**

1. Full Name  
 First and Last Name of person completing and submitting this report.

- Note that ZoomGrants will not let you submit the report if any answers or required documents are missing.
- After submitting, you will receive a confirmation e-mail from ZoomGrants.
- If you would like to download a PDF copy of your submitted Final Report, go back to your account home and click the printer icon next to the application icon. The PDF will include a full copy of BOTH your submitted Application and your Final Report.

My Account Home / My Applications Account Profile

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ZZZ Amazing Organization #1

Incomplete Applications (0)  
 (full application not yet submitted)

Approved Applications (3)  
[show/hide](#)

Washington State Arts Commission  
 FY19 Community Consortium (deadline 4/16/2018)

\$20.20 Test Project Title of Project

Add Final Report