



# 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, 2020, 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”

Washington State Arts Commission  
Grants to Organizations  
FY20 Level A

OPEN PROGRAMS | OVERVIEW | ELIGIBILITY | REVIEW PROCESS AND CRITERIA, POLICIES AND RESTRICTIONS | LIBRARY | CONTACT ADMIN

ZZZ Cool Name Here  
**Really Super Project**  
USD\$ 0.00 requested

Summary | Organization Information | Demographic Data and Project Information | Budget | Your Events: History and Proposal | Upload Additional Materials

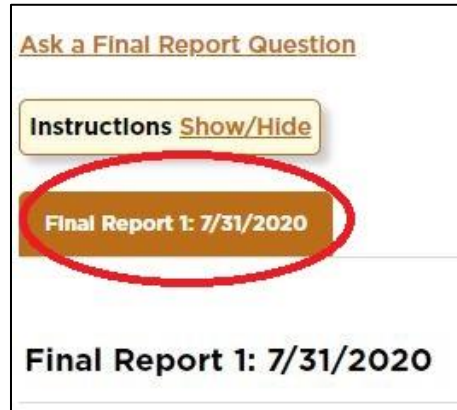
Final Report | Final Report Totals

**Summary**

Instructions [Show/Hide](#)

Application Title/Project Name

- 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: 7/31/2020”. 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.
- 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 FY20 GTO Media Information Form <a href="#">Download template: GTO FY20 Media Information Form</a>	Required
Copy of print material (i.e. poster, program flyer, postcard, etc)	Required
Completed FY20 GTO Project Locations Form <a href="#">Download template: GTO FY20 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.

- 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.