



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, 2021 but we encourage you to submit it as soon as possible. ArtsWA staff may have limited availability to answer questions as the day of the deadline approaches.

For questions about the Final Report, or the grant payment process, please contact [Audrey Molloy](#), Program Assistant. For technical assistance with ZoomGrants, contact the [Help Desk](#).

Instructions:

1. Access the [ZoomGrants log in](#) page.
 - o Log in with your ZoomGrants username and password.
 - Forgot your password? Click on ‘forgot password’ and follow the instructions. 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, contact [Audrey Molloy, Program Assistant](#). We do not have access to your password.
2. Logging in will take you to your account home page where you will see your grant application, grant amount, and a link to your application and Final Report form. Every grant has a unique final report, pay attention to which final report goes with which grant.
 - o Click on the orange button that says “Add Final Report” to arrive at the summary page of your grant application. You will see two new tabs have been added called “Final Report” and “Final Report Totals.”

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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 form. Note that the system may add the letter s or number 1 to the tab. “Final Report 1: 7/31/2021” or Final Report 7/31/21s”. Ignore the 1 or s.
- We do not use the “Final Report Totals” tab. Ignore it if it shows up in your tabs.



3. Enter answers where requested.

- Note that for narrative questions, you will not be able to format your text with bullet points, bold text, etc.
- 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 Download template: GTO FY20 Media Information Form | Required |
| Copy of print material (i.e. poster, program flyer, postcard, etc) | Required |
| Completed FY20 GTO Project Locations Form Download template: GTO FY20 Project Locations Form | 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.