



Arts Midwest World Fest eGRANT Tips

As a participating community, you will need to complete an online eGRANT Final Report and mail a Certification Page with required attachments. A **Final Report must be submitted within 30 days of the end of each week-long residency.**

GETTING STARTED

- Arts Midwest will create a login and password for your organization to be used ONLY for your Arts Midwest World Fest Final Reports. This will be emailed to you, along with the ID# that corresponds to the Final Report for the appropriate ensemble you would have presented.
- Select the green “Edit” button to begin or continue working on your eGRANT Final Report.

SAVING YOUR WORK

There are several ways to save your work in eGRANT.

- Select the “Save & Next” button at the bottom of each screen to walk you through the eGRANT.
- If you choose to use the icons at the top, your work will NOT be saved unless you select the “Save Your Work” button at the bottom before proceeding to another screen of the eGRANT.
- Your work may not be saved automatically if you use your browser’s Forward and Back buttons to navigate (it depends on your browser’s setting).
- Remember to “Save” your work from one screen to the next.

STOPPING & STARTING

- You do not have to complete the eGRANT Final Report in one sitting. To stop and return later, simply select the “Save Your Work” button at the bottom of the screen before logging out.
- You may resume work on your eGRANT Final Report by logging in and selecting the green “Edit” button.
- You can return to review or change your work until the eGRANT is submitted.

DOWNLOADS AND UPLOADS

- We have provided formatted documents for you to download and complete. You must use these formatted documents, no other formats will be accepted.
- You are required to then upload these documents to your eGRANT Final Report, including a Schedule of Events, Financial Summary, and a Project Recap.
- If there are any difficulties with the download and upload of these documents, please contact Kat Duvic at 612.238.8016.

COMPLETING YOUR eGRANT FINAL REPORT

- Once you have entered all of the information for in the Organization Information, Project Information, Recap & Financials sections, continue to the Certification section to print the Certification Page. The Certification Page certifies your information that you entered in eGRANT and lists the required attachments to mail with this page.
- Continue by selecting the “Save & Next” button at the bottom of the Certification Page screen.
- eGRANT will flag any errors (e.g. required information left blank or document not uploaded) for correction before allowing you to finish. You may navigate back to a specific screen by using the buttons at the top of the eGRANT. **It is very important to “Save Your Work” after correcting an error.**
- If there are no errors with your eGRANT, click on the “Submit Your Data” button in order to complete your eGRANT.
- No changes can be made to the eGRANT application once it has been submitted.
- Log out and mail the Certification Page with the required attachments to Arts Midwest’s office within **seven business days** following the electronic submission of your Final Report through the eGRANT.

APPLICATION FOR YOUR FILES

- Select the yellow “View” button on the Main Menu to print a copy for your files.