



1. To complete your final grant report online, login to your SK Arts SmartSimple Portal account.

Login

✉ Email

🔑 Password

Log In

[Forgot Password?](#)

[New to the System?](#)

Welcome to the SK Arts Portal

Established in 1948, SK Arts is the oldest public arts funder in North America, and second oldest in the world after the Arts Council of Great Britain. Governed by The Arts Board Act, 1997, we provide grants, programs, and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensure that opportunities exist for Saskatchewan residents to experience all art forms.

[HelpDesk](#)

If you require assistance, call (306) 787-4056 or (toll-free) 1-800-



2. From the *Home Page* there are 2 places where your final report can be found.



2a. The 1st is by clicking the *Reports & Forms* Header in the Menu.

2b. The 2nd is by scrolling down...



2b. ...and clicking the *Items Require Attention* notification box.



Personal Profile



Change Password

1
Items Require Attention





3. Both options will bring you to the **MY REPORTS** page.

MY REPORTS

This section shows all your grant-related items that need to be submitted, such as reports and budgets.

The **In Progress** tab holds reports that are currently in progress or pending submission and approval.

MY REPORTS

3a. Scroll down to the **REPORTS** section.

This section shows all your grant-related items that need to be submitted, such as reports and budgets.

The **In Progress** tab holds reports that are currently in progress or pending submission and approval.

The **Completed** tab is the list of reports that have been submitted and approved.

Reports							+
IN PROGRESS (1)		COMPLETED (0)					
#	Activity Type	Application ID	Application Type	Due Date	Status		
1	Final Report	2023-2395	Independent Artists Program	Oct 30, 2023	Draft	Open	

MY REPORTS

This section shows all your grant-related items that need to be submitted, such as reports and budgets.

The **In Progress** tab holds reports that are currently in progress or pending submission and approval.

The **Completed** tab is the list of reports that have been submitted and approved.

3b. All drafts will appear in the **IN PROGRESS** tab.
Click on the **COMPLETED** tab to see reports that you have already submitted.

Reports

IN PROGRESS (1) COMPLETED (0)

#	Activity Type	Application ID	Application Type	Due Date	Status	
1	Final Report	2023-2395	Independent Artists Program	Oct 30, 2023	Draft	Open

3c. find the Grant Final Report you need to write and click **OPEN**.



2023-2395 - Final Report

Application ID: 2023-2395

Program: Independent Artists Program

Applicant: Fake User

Report Due Date: 30/10/2023

Report Summary

APPLICANT INFORMATION GRANT INFORMATION REPORT DECLARATION

Recipient Name: Fake User

Mailing Address:
123 Fake Street
Fake City

S0S 1G1

Phone: (306) 306-3030
E-mail: fakeuser@email.com

In this report you can contact information

Save Draft

Submit

NEXT >

4. Once you've opened your Final Report, you must click **Save Draft** before you can start adding information.

REMINDER

Click **Save Draft** frequently while you are entering information in this report. If there are any disruptions to your internet connection or other unforeseen issues, **ALL UNSAVED INFORMATION WILL BE LOST.**

NOTE: DO NOT click **submit until you have fully completed ALL sections of this report.**



2023-2395 - Final Report

Applicant: Fake User

Report Due Date: 30/10/2023

Report Summary

APPLICANT INFORMATION

GRANT INFORMATION

REPORT

DECLARATION

Recipient Name: Fake User

Mailing Address:
123 Fake Street
Fake City

S0S 1G1

Phone: (306) 306-3030
E-mail: fakeuser@email.com

Is this your current contact information?

Please Select

5a. On the **APPLICANT INFORMATION** tab your contact information will autofill with the information provided in your grant application. Please review and confirm that this is correct.

5b. If the displayed information matches your current contact information, select **YES** from the drop-down menu and then click **Save Draft** before moving on to the next section.

Save Draft

Submit

NEXT >



2023-2395 - Final Report

Report Due Date: 30/10/2023

Report Summary

APPLICANT INFORMATION GRANT INFORMATION REPORT DECLARATION

Recipient Name: Fake User

Mailing Address:

123 Fake Street
Fake City

SOS 1G1

Phone: (306) 306-3030

E-mail: fakeuser@email.com

5c. If any of the displayed information is incorrect, select **NO** from the drop-down menu, and click **Save Draft**.

Is this your current contact information?

No



Note: you will need to save a draft of the record after updating your contact information.

NEXT >

Save Draft

Submit

Fake User Profile

* First Name:

* Last Name:

Position: ?

Title: ?

* Phone:

Phone Ext.:

* Email:

Primary Address: 123 Fake Street Fake City, S0S 1G1, Canada
[Address Book](#)

5d. This will direct you to your user profile to update your information.

Additional Information

Website:

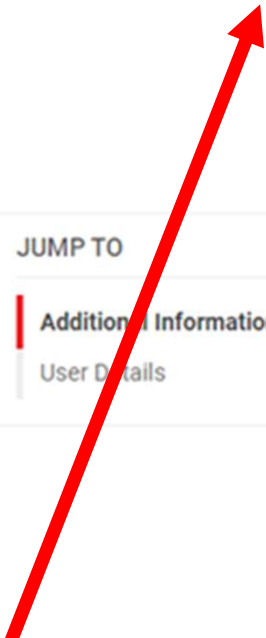
User Details

Save

5e. Make sure to click *Save* after making your changes, then click the **X** to return to your report.

JUMP TO

- Additional Information
- User Details



2023-2395 - Final Report

Report Summary

APPLICANT INFORMATION

GRANT INFORMATION

REPORT DESCRIPTION



Please note: this information is included from your grant submission and is provided for your reference only.

Grant Deadline: March 15, 2023

Project Period: September 1, 2023 to September 30, 2023

Final Report Due: October 30, 2023

Grant Request: \$5,000

Grant Amount Received: \$3,000

Project Location: Fake City

Artistic Discipline: Theatre

Brief Project Description:

To stage a play in Fake City.

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NEXT >

Save Draft

Submit

6. Click on the **GRANT INFORMATION** tab for a reminder of which grant report you are working on and what your original goals were. This information is auto-filled from your original grant application.

NOTE: You can navigate back-and-forth between tabs as often as you need, just make sure to always click **Save Draft** first.

2023-2395 - Final Report

Report Summary

APPLICANT INFORMATION GRANT INFORMATION **REPORT** DECLARATION

7. Click on the **REPORT** tab to enter details about your project.

Provide Documentation of the Work Accomplished

Please indicate what material you will provide as documentation of your completed project:

- A **project budget**, including revenues, expenses, and copies of receipts for purchases over \$100
- **Supporting documentation** of the project (appropriate material might include photographs of the work created, manuscript excerpts of the work created (up to 10 pages); or posters, programs, video clips, or reviews of the work)
- Both a **project budget** and **supporting documentation** of the project (note: grant recipients are only required to provide one or the other; however, this option exists for people who wish to complete both sections)

Please Select

7a. Select one of the three options for reporting on your project: providing a budget and receipts, providing support materials, or both, then click **Save Draft**.

Project Overview

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

Indicate if you would prefer to answer this question with a written text or video submission.

Please Select

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NEXT >

Save Draft Submit

2023-2395 - Final Report

Report Summary

APPLICANT INFORMATION GRANT INFORMATION **REPORT** BUDGET DECLARATION

Provide Documentation of the Work Accomplished

Please indicate what material you will provide as documentation of your completed project:

- A **project budget**, including revenues, expenses, and copies of receipts for purchases over \$100
- **Supporting documentation** of the project (appropriate material might include photographs of the work created, manuscript excerpts of the work created (up to 10 pages); or posters, programs, video clips, or reviews of the work)
- Both a **project budget** and **supporting documentation** of the project (note: grant recipients are only required to provide one or the other; however, this option exists for people who wish to complete both sections)

I am providing a budget and receipts

JUMP TO
Project Overview

8a. If you select to include a budget and receipts, the budget tab will appear after you click *Save Draft*.

Project Overview

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

Indicate if you would prefer to answer this question with a written text or video submission.

Please Select

2023-2395 - Final Report

[Report Summary](#)

APPLICANT INFORMATION GRANT INFORMATION REPORT **BUDGET** DECLARATION

Click on the button below to list the project's actual revenue and expenditures.

[Report Budget](#)

Upload copies of receipts for eligible expenses equal to the total amount of the grant. Receipts should be numbered in the same order as the listing of expenses in the budget (01, 02, 03, etc.).

[Upload Receipts](#)

▼ Budget Detail

i Note: Your budget report is displayed here. If you wish to make any changes or edit this budget, please click the [Report Budget](#) button above.

Revenue

Grants and Funding
Other Revenue

Expenses

Subsistence

[← BACK](#) Expenses

JUMP TO
[Budget Detail](#)

8b. Clicking the **Report Budget** button will open up a budget form in a separate window.

Clicking the **Upload Receipts** button will open a **File Manager** box.

[Save Draft](#) [Submit](#)

[NEXT >](#)

2023-2395 - Final Report

Report Summary


APPLICANT INFORMATION GRANT INFORMATION REPORT **BUDGET** DECLARATION

JUMP TO

File Manager

Drag and drop files here
Maximum file size: 2 GB

Allowed File Types
PNG, JPG, JPEG, BMP, TIF, TXT, DOC, DOCX, PDF



8c. You can either drag & drop receipts into the box or browse your computer files to upload by clicking the **FOLDER** button.

Note: Your budget report is displayed here. If you wish to make any changes or edit this budget, please use the Project Budget button above.

Revenue

- Grants and Funding
- Other Revenue

Expenses

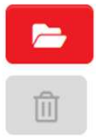
- Subsistence

8d. Once uploaded, your files will appear beneath the drag and drop box. Click the **X** when you're done.



File Manager

 **Drag and drop files here**
Maximum file size: 2 GB



<input type="checkbox"/>	File Name ▲	Size	Date	
<input checked="" type="checkbox"/>	 Purchase_Receipt.png	2.1 KB	2023-07-10 14:31	⋮
<input checked="" type="checkbox"/>	 Support_Material-Final_Report_Example.docx	11.8 KB	2023-07-10 14:23	⋮

Total Files: 2

Main

Notes

2023-2395 - Final Report

Report Summary

APPLICANT INFORMATION GRANT INFORMATION **REPORT** SUPPORTING DOCUMENTS DECLARATION

Provide Documentation of the Work Accomplished

Please indicate what material you will provide as documentation of your completed project:

- A **project budget**, including revenues, expenses, and copies of receipts for purchases over \$100
- **Supporting documentation** of the project (appropriate material might include photographs of the work created or presented; manuscript excerpts of the work created (up to 10 pages); or posters, programs, video clips, or reviews of the work presented)
- Both a **project budget** and **supporting documentation** of the project (note: grant recipients are only required to complete one section; however, this option exists for people who wish to complete both sections)

I am providing support materials

Project Overview

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

Indicate if you would prefer to answer this question with a written text or video submission.

Please Select

< BACK

NEXT >

Save Draft

Submit

JUMP TO
Project Overview

9a. If you select providing support materials, the **Supporting Documents** tab will appear on your screen after you click **Save**.

🏠 Main

📄 Notes

2023-2395 - Final Report

📄 Report Summary

APPLICANT INFORMATION GRANT INFORMATION REPORT **SUPPORTING DOCUMENTS** DECLARATION

Upload your supporting materials here. Examples might include:

- Photographs of the work created or presented
- Manuscript excerpts or the work created (up to 10 pages)
- Posters, programs, video clips, or reviews of the work presented

☰ JUMP TO

- Internet Links
- Social Media Recognition

📄 Upload Supporting Documentation

▼ Internet Links

Click the button below to enter internet links as support material.

🔗 Internet Links

Internet Links

▼ Social Media Recognition

If you have videos or other materials created as part of your project that you would like to upload them here.

📄 Social Media Upload

⬅️ BACK

Save Draft Submit

9b. You can upload support documents, internet links and material that you agree to allow us to share on social media by clicking the corresponding button.

NOTE: Uploading social media content here does **NOT** guarantee it will be used but acts as an archive that SK Arts may easily access. SK Arts determines content relevancy and applicability in relation to our social media projections and goals.



9c. When adding internet links to your support materials, use the notes field to give context and provide any passwords required to access protected materials.



Please click on the + button to add a website link.

Any passwords required to access the websites (for Vimeo, etc.) or explanatory notes can be included in the Notes field.

Internet Links

URL Link	Notes
<input type="text" value="www.fakeuserplay.com"/>	<input type="text" value="This section is where you explain what link is for"/> ✕



Save

Clear

Main

Notes

2023-2395 - Final Report

Report Summary

- APPLICANT INFORMATION
- GRANT INFORMATION
- REPORT
- BUDGET
- SUPPORTING DOCUMENTS
- DECLARATION

Provide Documentation of the Work Accomplished

Please indicate what material you will provide as documentation of your completed project:

- A **project budget**, including revenues, expenses, and copies of receipts for purchases over \$100
- **Supporting documentation** of the project (appropriate material might include photographs of the work created or presented, manuscript excerpts of the work created (up to 10 pages); or posters, programs, video clips, or reviews of the work presented)
- Both a **project budget** and **supporting documentation** of the project (note: grant recipients are only required to complete one of these sections; however, this option exists for people who wish to complete both sections)

I am providing both a budget and support materials

Project Overview

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

Indicate if you would prefer to answer this question with a written text or video submission.

Please Select

10. If you select to provide both a budget and support materials, the **Budget** and **Supporting Documents** tab will both appear on your screen after you click **Save Draft**.

REMINDER
Save Draft

2023-2395 - Final Report

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

JUMP TO

Project Overview

Indicate if you would prefer to answer this question with a written text or video submission.

Written Text ▼

[Empty text input area]

500 words left

11a. After selecting your reporting option, you will be asked to provide a project overview, in addition to your other support materials. You will select whether to provide this as written text, or as a short video, then click **Save Draft**.

▼ Project Overview

Briefly tell us about your Independent Artists project, including:

- the project activities you accomplished over the grant term
- how your vision for the project was realized or evolved
- how the actual project differed from the proposal in your application (if relevant)
- your ongoing vision for the project, including plans to produce, perform, present, or publish it
- how support to undertake this project will impact your artistic practice, body of work, and career

Indicate if you would prefer to answer this question with a written text or

Short Video ▼

Upload a video file 3-5 minutes maximum length

 Upload Video

◀ BACK

11b. Selecting the video option will open a **File Manager** box where you can either drag & drop the file into the box or browse your computer for the file to upload by clicking the **FOLDER** button.

Save Draft

Submit

2023-2395 - Final Report

APPLICANT INFORMATION GRANT INFORMATION **REPORT** SUPPORTING DOCUMENTS DECLARATION

Provide documentation of the work Accomplished
Please indicate what material you will provide as doc
• A **project budget**, including revenues, expenses, a

11c. Once uploaded, your file will appear beneath the drag and drop box. Click the **X** when you're done.

File Manager

 **Drag and drop files here**
Maximum file size: 1,000 MB
Minimum number of files: 1
Maximum number of files: 1

Allowed File Types
MPG, MP4, AVI, MOV, WAV, MP3, AIFF



Indicate if you would prefer to answer this question with a written text or video submission.

Short Video ▾

Upload a video file 3-5 minutes maximum length

 Upload Video

← BACK

NEXT →

2395 - Final Report

Application ID: 2023-2395
Program: Independent Artists Program
Applicant: Fake User
Report Due Date: 30/10/2023

Report Summary

APPLICANT INFORMATION GRANT INFORMATION REPORT SUPPORTING DOCUMENTS **DECLARATION**

Declaration Acknowledgement

I certify that the information contained in this report is accurate and complete, and that the grant has been fully spent for the purposes outlined in the notification letter.

Please Select Please Select
Yes complete the declaration

< BACK

Save Draft Submit

12a. Read the **Declaration Acknowledgement** thoroughly before clicking the selection box.

REMINDER
Once you have clicked **Submit**, you can't make any changes to this report.

12. Click the **DECLARATION** tab.

12b. Once you have completed/reviewed every section and are satisfied with the quality of this report, click **Submit**.

REMINDER
Save Draft

2023-2395 - Final Report

 Submission failed due to the following:

- Project Overview File Upload must contain at least 1 file
- Report Acknowledgement cannot be empty.
- Declaration Name Acknowledgement cannot be empty.

13. If any required fields remain empty upon submission, you will receive a **Submission Failed Notice** listing which sections you must complete before you can successfully submit your report.

Application ID: 2023-2395

Program: Independent Artists Program

Applicant: Fake User

Report Due Date: 30/10/2023

 Report Summary

APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORTING DOCUMENTS

DECLARATION

Declaration Acknowledgement

I certify that the information contained in this report is accurate and complete, and that the grant has been fully spent for the purposes outlined in the notification letter.

Please Select 

 Report Acknowledgement cannot be empty.

Enter your name here to complete the declaration

Note: This system only works for areas that have nothing entered in them and cannot detect partial/unfinished entries. We recommend reviewing every section thoroughly before submitting.



Final Report Received

Your Final Report has been received by Saskatchewan Arts Board.

Please click on Home in the top right corner to go back to your home page.

Successfully submitting your report
will generate a Final Report
Received notice.

AND YOU'RE DONE!