



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

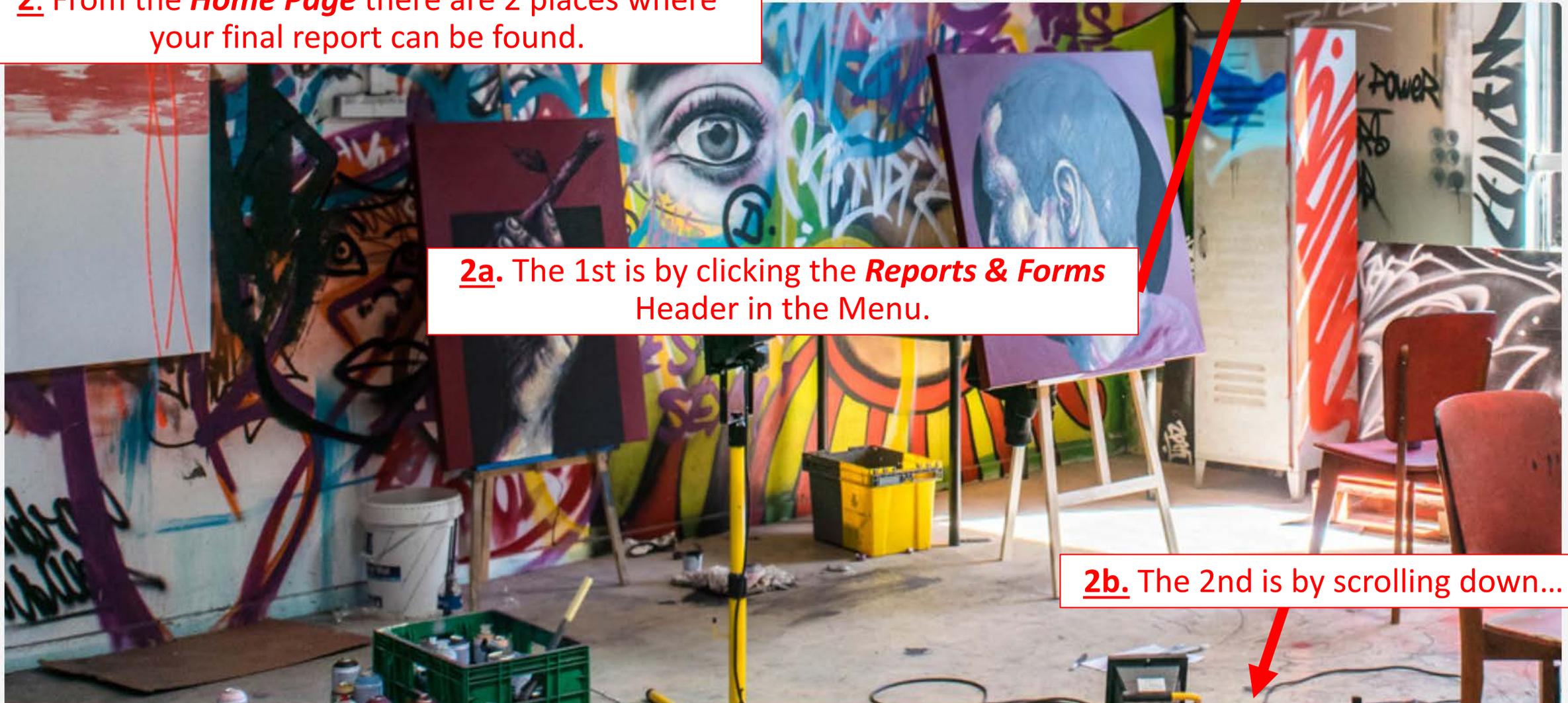
Established in 1948, SK Arts is the oldest public arts funder in North America, and second oldest in the world after the Arts Council of Great Britain. Governed by The Arts Board Act, 1997, we provide grants, programs, and services to individuals and groups whose activities have an impact on the arts 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...



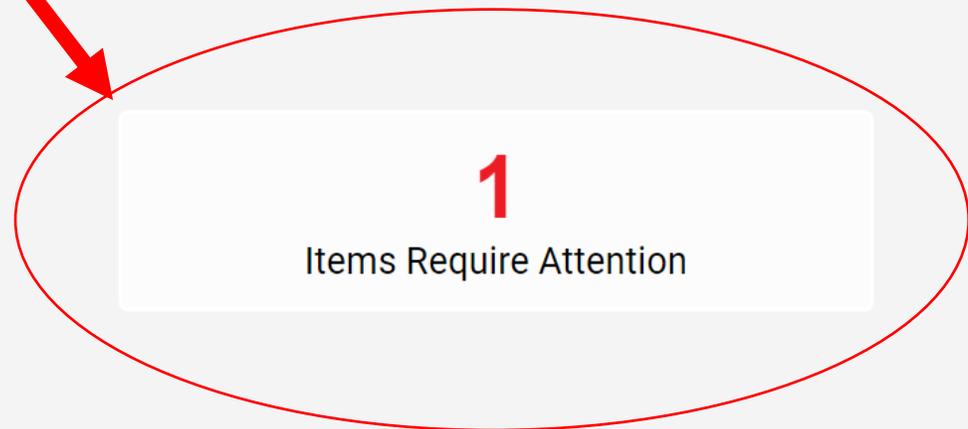
2b. ...and clicking the *Items Require Attention* notification box.



Personal Profile



Change Password





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)

1-1 of 1



#	Activity Type	Application ID	Application Type	Due Date	Status
---	---------------	----------------	------------------	----------	--------

	1	Final Report	2023-2061	Microgrant Program	Jul 9, 2023	Overdue	Open
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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)

1-1 of 1 < >

#	Activity Type	Application ID	Application Type	Due Date	Status	
1	Final Report	2023-2061	Microgrant Program	Jul 9, 2023	Overdue	Open

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



2023-2061 - Final Report

Application ID: 2023-2061

Program: Microgrant Program

Applicant: Fake Vanessa Wraithe (Video Testing)

Report Due Date: 09/07/2023

Report Summary

APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Recipient Name: Fake Vanessa Wraithe (Video Testing)

Mailing Address:

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.

Save Draft Submit



2023-2566 - Final Report

APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Mailing Address:
123 fake Address
The Moon
Saskatchewan
SSS SSS

Phone: (000) 867-5309
E-mail: v.wraithe@hotmail.com

Is this your current contact information?

Please Select

Save Draft Submit

NEXT >

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.

Main

Notes

2023-2566 - Final Report

APPLICANT INFORMATION GRANT INFORMATION REPORT SUPPORT MATERIALS DECLARATION

mailing Address:
123 fake Address
The Moon
Saskatchewan
SSS SSS

Phone: (000) 867-5309
E-mail: v.wraithe@hotmail.com

Is this your current contact information?
No

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

Open Fake Vanessa Wraithe (Video Testing) Profile

Save Draft Submit

NEXT >

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

5d. This will generate a button that directs to your Smart Simple Profile.

5e. Click the button to update to your current applicant information.

Fake Vanessa Wraithe (Video Testing) Profile

* First Name:

* Last Name:

Position:

Title:

* Phone:

Phone Ext.:

* Email:

Primary Address: 123 fake Address
The Moon, Saskatchewan
SSS SSS

[Address Book](#)

5f. This will open an editing box showing the applicant information already saved on your Smart Simple profile.

5g. First, click the **Address Book** to make changes to your address.

Additional Information

Website:

User Details

Save

JUMP TO

- Additional Information
- User Details

5h. This will open an Address Book editing box showing all addresses currently on your Smart Simple profile.

Address Book - Fake Vanessa Wraithe (Video Testing)



Primary Address (Primary) (Edit)

123 fake Address

The Moon, Saskatchewan
SSS SSS

Last Modified: 2023-06-20 18:32:02

5i. The address with **(Primary)** beside the **Address Type** will be the information the system is using to auto-fill forms and determine contact and mailing information.

5j. Click **Edit** to make changes to the existing **Primary Address**.

5k. This will create editable fields displaying address information. Click each field to change existing information.

Address Book - Fake Vanessa Wraithe (Video Testing)



Primary Address (Primary) ([Edit](#))

123 fake Address

The Moon, Saskatchewan
SSS SSS

Last Modified: 2023-06-20 18:32:02

Address Type: Primary Address

Address: 123 fake Address

Address 2:

City: The Moon

Country: Canada

State / Province: Saskatchewan

Zip / Postal Code: SSS SSS

Updated By:

Last Modified: 2023-06-20 18:32:02

Save

5L. If you are needing to update to a **completely new address** but still need a record of this address, first click the **Address Type** drop down & change the address type from **Primary Address** (or whichever address type it is) to **Previous**.

Address Book - Fake Vanessa Wraithe (Video Testing)



Primary Address (Primary) ([Edit](#))

123 fake Address

The Moon, Saskatchewan
SSS SSS

Updated By: Fake Vanessa Wraithe (Video Testing)
Last Modified: 2023-10-25 15:47:23

Address Type: Primary Address
Address: Alternate Address
Address 2: Home
City: The Moon
Country: Canada
State / Province: Saskatchewan
Zip / Postal Code: SSS SSS

Updated By: Fake Vanessa Wraithe (Video Testing)
Last Modified: 2023-10-25 15:47:23

Save

5m. Once the Address Type has been changed, click **save** and a **Save Complete** notification should temporarily pop-up on screen and then disappear.

5n. You can confirm the changes have successfully saved by checking that the info has changed in the **Address Book** and that the **Updated by** and **Last Modified** fields display your name and match the time when you clicked **save**.

5o. Once you have changed the address type on the existing **(Primary)** and confirmed your changes saved, click the **plus** to add your new address. This will create new editable fields.

5p. You **MUST** click the **Set as Primary** box.

Address Book - Fake Vanessa Wraithe (Video Testing)



Previous (Primary) ([Edit](#))

123 fake address The Moon, Saskatchewan, SSS SSS, Canada

Updated By: Fake Vanessa Wraithe (Video Testing)
Last Modified: 2023-10-26 17:50:07

Address Type: Primary Address Set As Primary

Address:

Address 2:

City:

Country: -- Select One --

State / Province:

Zip / Postal Code:

Updated By:

Last Modified:

Save

5q. Click the boxes to type & make selections from drop down menus.

5r. Click **save** to save this address as your new **(Primary)** address.

Address Book - Fake Vanessa Wraithe (Video Tes



Primary Address (Primary) ([Edit](#))

123 Brandnewaddress lane
Livingherenow, Saskatchewan
NEW NEW

Updated By: Fake Vanessa Wraithe (Video Testing)
Last Modified: 2023-10-26 17:48:46

Previous ([Edit](#) | [Delete](#))

123 fake address The Moon, Saskatchewan, SSS SSS, Canada

Updated By: Fake Vanessa Wraithe (Video Testing)
Last Modified: 2023-10-26 17:45:01

5s. Your new primary address should now appear in the address book. You can identify it by **(Primary)** displayed next to the address type. If it doesn't have **(Primary)** next to it, the system will **NOT** recognize it as the **Primary Address** even if you changed the **Address Type to Primary Address**.

Address 2:

City:

Country:

State / Province:

Zip / Postal Code:

Updated By: Fake Vanessa Wraithe (Video Testing)

Last Modified: 2023-10-26 17:48:46

5t. Click the "X" when your changes are saved and complete.

Save



5w. This will take you back to the main page of your Applicant Information where you can confirm your address changes were successful here.

Ms. Fake Vanessa Wraithe (Video Testing)

* First Name:

* Last Name:

Position:

Title:

* Phone:

Phone Ext.:

* Email:

Primary Address: 123 brandnewaddress Lane
Livingherenow, Saskatchewan
NEW NEW
[Address Book \(2\)](#)

5x. Click each box to erase old information and type in your current contact details and artist website.

5y. Once all changes are complete, click **save**.

5z. Once all changes are saved, click the "X" to return to your final report.

Additional Information

Website:

User Details

Save



JUMP TO

- Additional Information
- User Details



2023-2061 - Final Report

Report Summary

APPLICANT INFORMATION **GRANT INFORMATION** REPORT SUPPORT MATERIALS DECLARATION

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.

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

Grant Deadline: August 1, 2023
Project Period: June 1, 2023 to July 1, 2023
Final Report Due: July 9, 2023

Grant Request: \$5
Grant Amount Received: \$5

← BACK

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

NEXT >

Save Draft Submit

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

2023-2061 - Final Report

APPLICANT INFORMATION GRANT INFORMATION **REPORT** SUPPORT MATERIALS DECLARATION

* Project Report

Discuss what was accomplished with your project.

7a. Use the **Project Report** section to summarize everything that happened over the duration of the project.

REMINDER
Save Draft

← BACK

NEXT →

Save Draft Submit



2023-2061 - Final Report



APPLICANT INFORMATION GRANT INFORMATION **REPORT** SUPPORT MATERIALS DECLARATION

* Potential Impact of Project

Describe what the potential impact of this project will be for your organization or artistic career.

Empty text input area for describing the potential impact of the project.

7b. One of the goals of the Micro-Grant Program is to fund projects that will help organizations or artistic careers develop. Use the **Potential Impact of Project** section to tell us how your project has achieved this for you.



REMINDER
Save Draft

← BACK

NEXT →

Save Draft Submit



Main

Notes

2023-2061 - Final Report

APPLICANT INFORMATION GRANT INFORMATION **REPORT** SUPPORT MATERIALS DECLARATION

* Budget

Explain how the grant money was spent.

7c. Use the **Budget** section to explain how you spent the money you received from SK Arts. Also make sure to describe how additional costs/expenses were covered.

REMINDER
Save Draft

← BACK

NEXT →

Save Draft

✓ Submit



8. Click on the **SUPPORT MATERIALS** tab to provide evidence of the details you described in the **REPORT** tab.

2023-2061 - Final Report

APPLICANT INFORMATION GRANT INFORMATION REPORT **SUPPORT MATERIALS** DECLARATION

Support Material

Include support material relevant to your reporting, such as copies of reviews, catalogs, research results, images, videos, posters, programs, or other appropriate documentation of the work.

Upload Support Material

8a. Click on **Upload Support Material** to upload any relevant files.

Internet Links

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

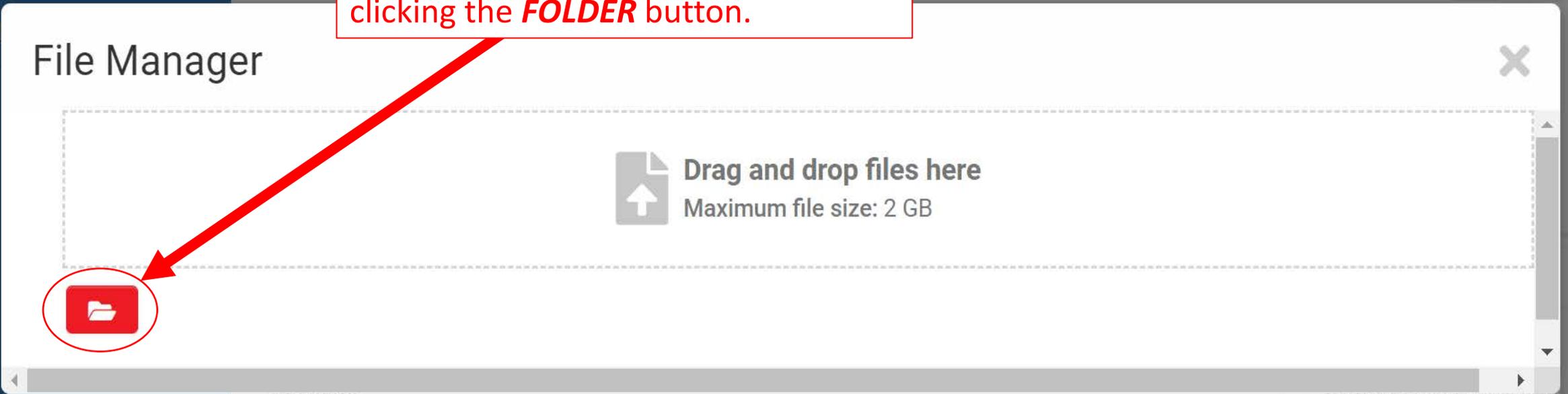
BACK links

NEXT

8b. This will open a **File Manager** box where you can either drag & drop files into the box or browse your computer for files to upload by clicking the **FOLDER** button.

File Manager

Drag and drop files here
Maximum file size: 2 GB



Upload Support Material

BACK

net links

NEXT

Save Draft

Submit

8c. 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



2023-2061 - Final Report

8d. Uploaded files will also appear in a list beneath **Upload Support Material**.

APPLICANT INFORMATION GRANT INFORMATION REPORT **SUPPORT MATERIALS** DECLARATION

Include support material relevant to your reporting, such as copies of reviews, catalogs, research results, images, videos, posters, programs, or other appropriate documentation of the work.

Upload Support Material [Download] [Delete]

REMINDER
Save Draft

[Grid] [List]

JUMP TO

- Internet Links
- Social Media Recognition

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

Total Files: 2

← BACK

NEXT →

Save Draft Submit



2023-2061 - Final Report

Internet Links

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



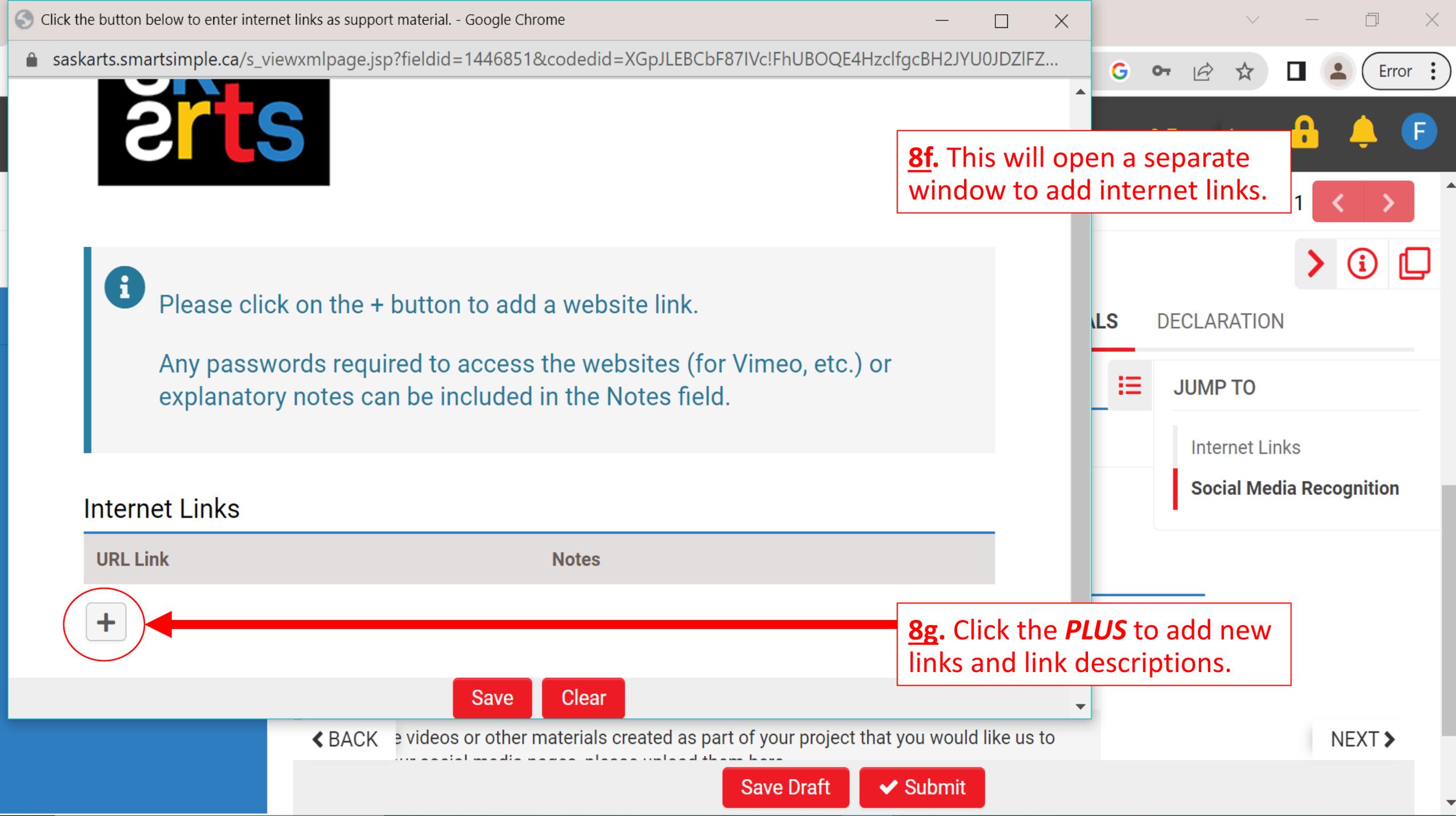
8e. Click **Internet Links** to share any websites relevant to your project.

JUMP TO

- Internet Links
- Social Media Recognition**

Internet Links

Social Media Recognition



8f. This will open a separate window to add internet links.



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
----------	-------



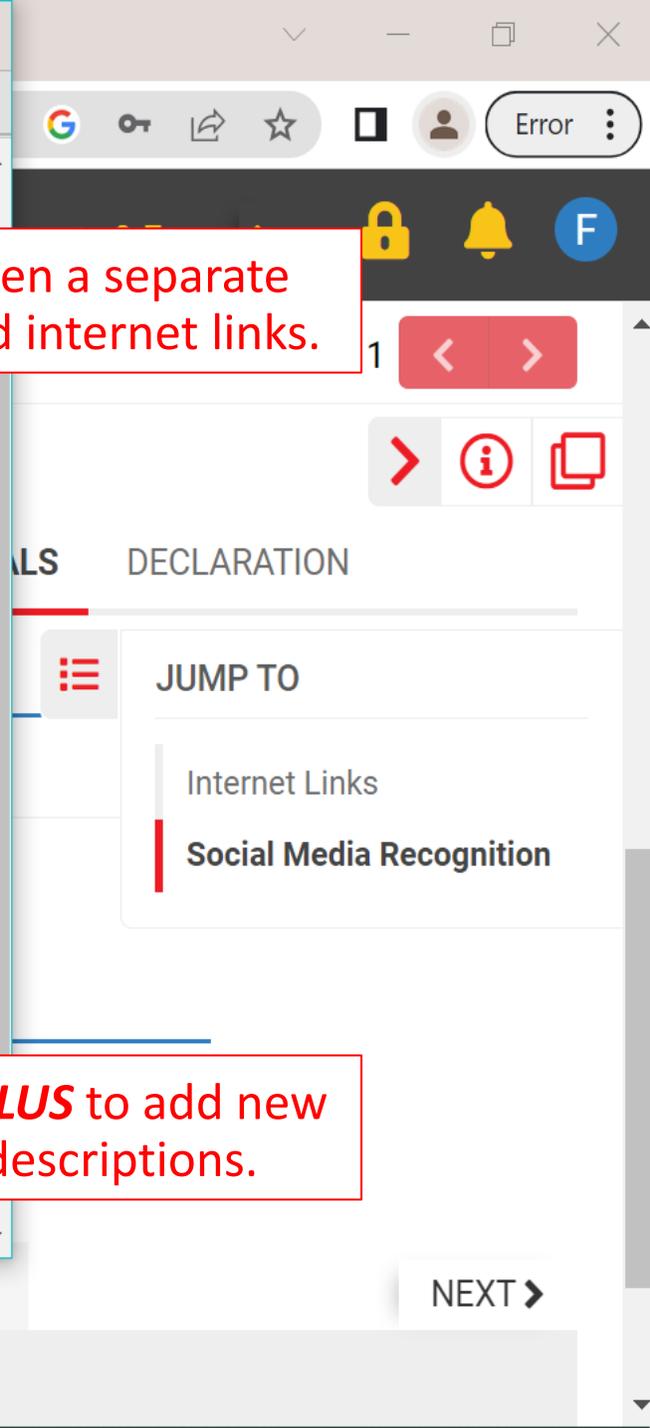
8g. Click the **PLUS** to add new links and link descriptions.

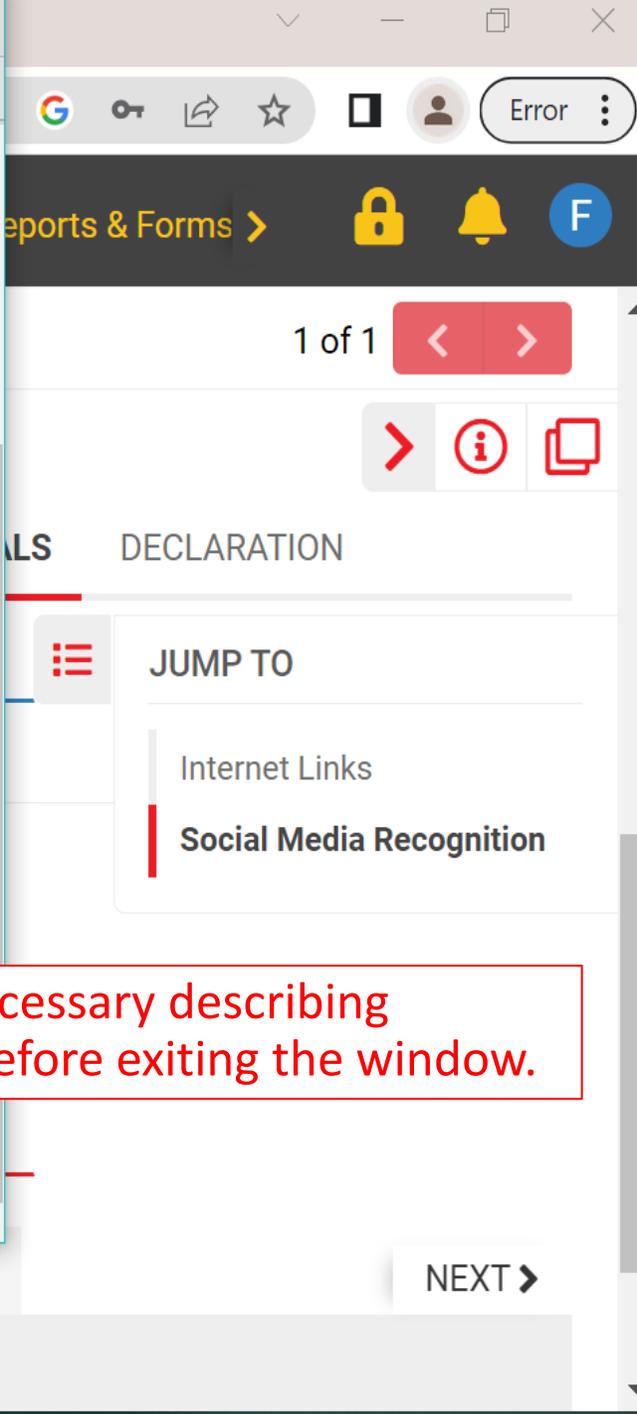
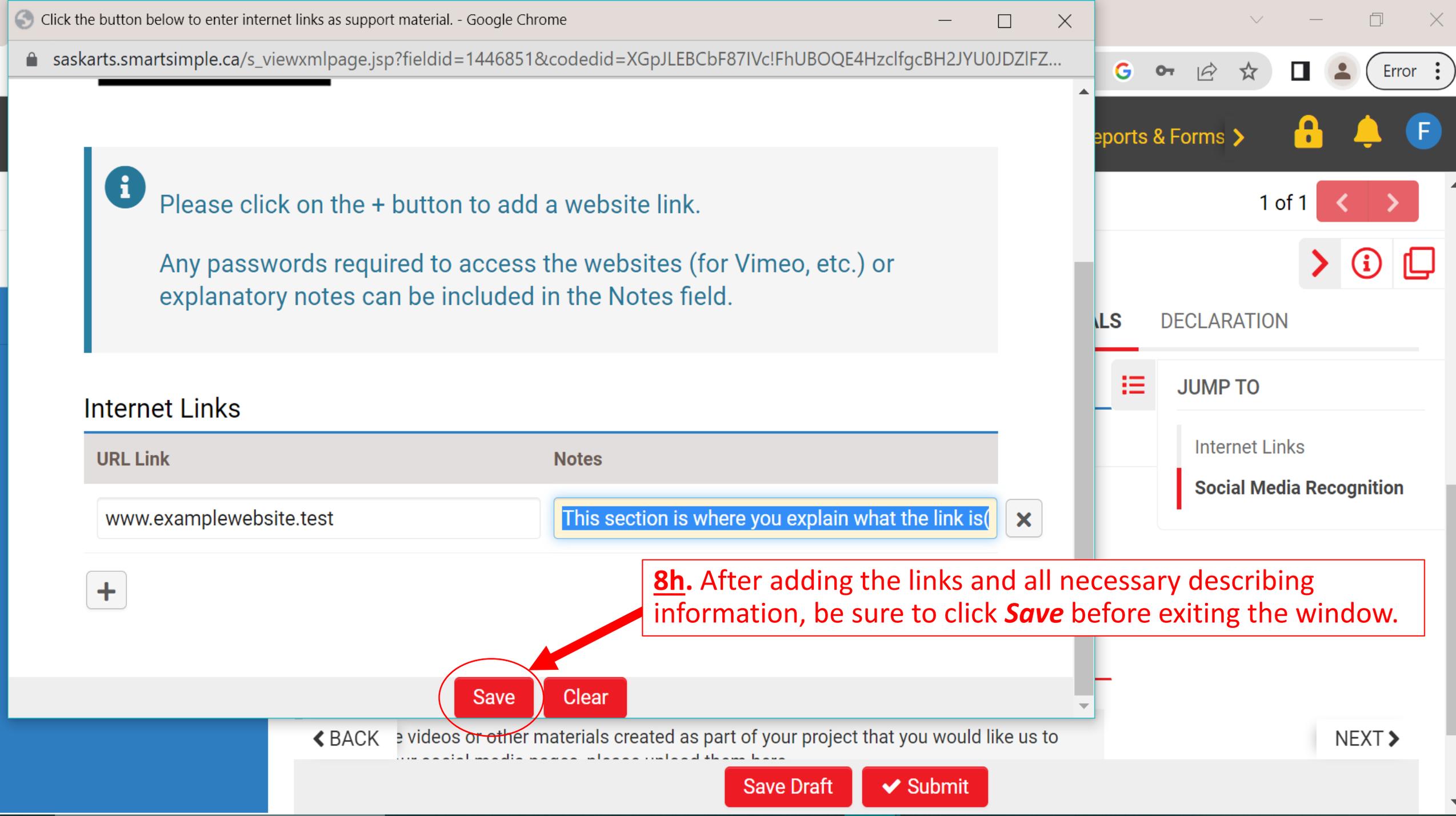
Save Clear

BACK videos or other materials created as part of your project that you would like us to

NEXT

Save Draft Submit





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.examplewebsite.test"/>	<input type="text" value="This section is where you explain what the link is"/>



Save **Clear**

8h. After adding the links and all necessary describing information, be sure to click **Save** before exiting the window.

◀ BACK the videos or other materials created as part of your project that you would like us to
your social media pages, please upload them here

NEXT ▶

Save Draft **Submit**



2023-2061 - Final Report

URL Link	Notes
www.examplewebsite.test	This section is where you explain what the link is (your personal website, facebook, etc)

JUMP TO

- Internet Links
- Social Media Recognition**

Social Media Recognition

If you have videos or other materials created as part of your project that you would like us to share on our social media pages, please upload them here.



8i. Upload any shareable content using the **Upload Arrow.**

REMINDER
Save Draft

NOTE: Uploading 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.

← BACK



9. Click the *DECLARATION* tab.

2023-2061 - Final Report

Applicant: Fake Vanessa Wraithe (Video Testing)

Report Due Date: 09/07/2023

Report Summary

APPLICANT INFORMATION GRANT INFORMATION REPORT SUPPORT MATERIALS **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.

Save Draft **Submit**

9a. 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.

9b. Once you have completed/reviewed every section and are satisfied with the quality of this report, click *Submit*.



2023-2061 - Final Report



Submission failed due to the following:

- Project Report cannot be empty.
- Potential Impact of Project cannot be empty.
- Budget cannot be empty.

10. 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: 2023-2061

Program: Microgrant Program

Applicant: Fake Vanessa Wraithe (Video Testing)

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.

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



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!