



**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

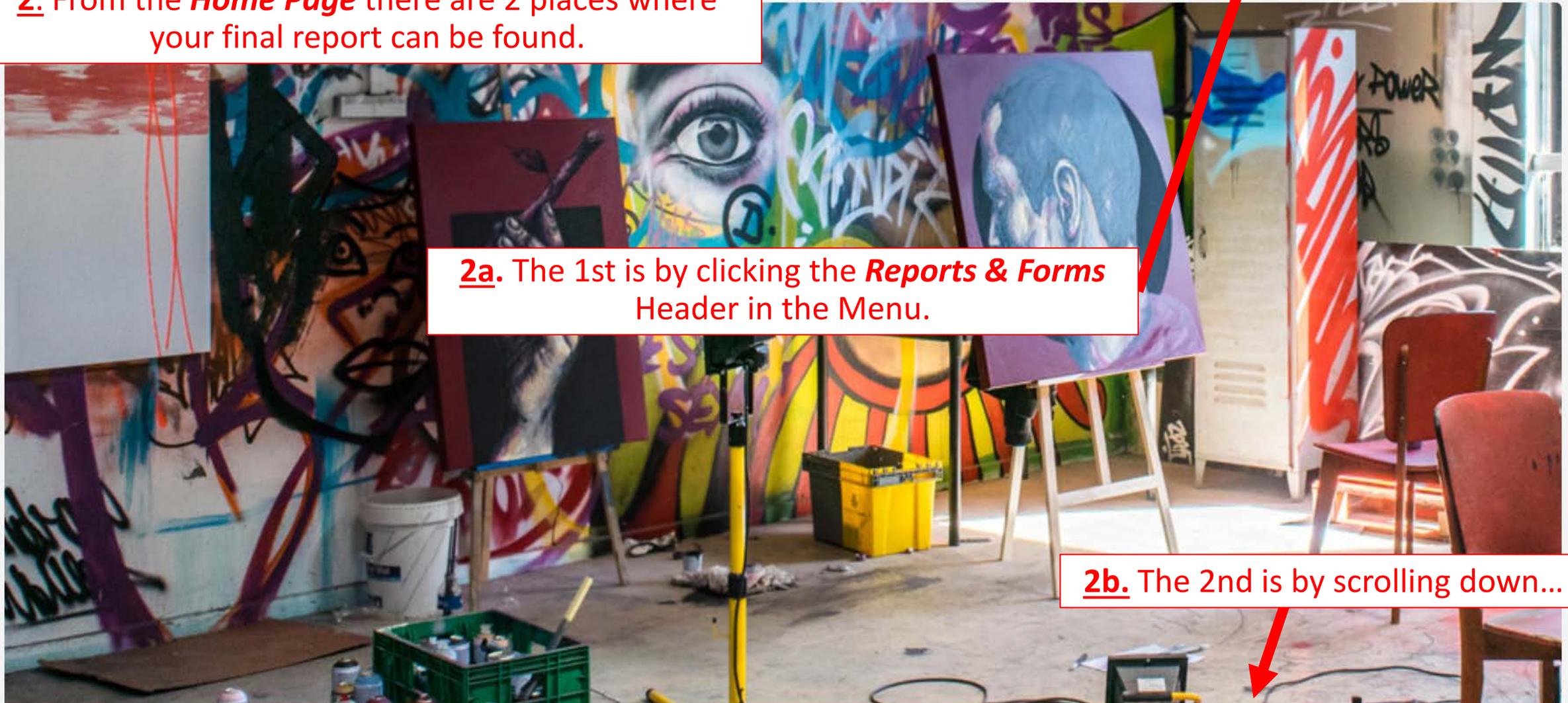
Established in 1948, SK Arts is the oldest public arts funder in North America, and second oldest in the world after the Arts Council of Great Britain. Governed by The Arts Board Act, 1997, we provide grants, programs, and services to individuals and groups whose activities have an impact on the arts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





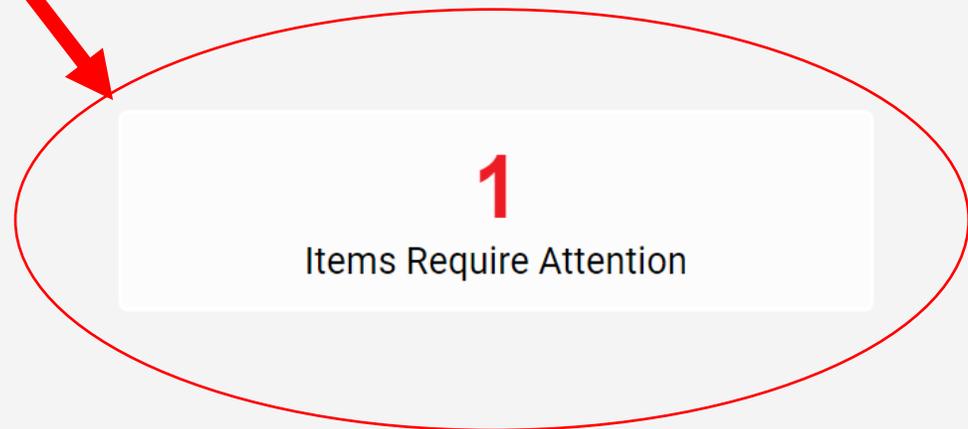
**2b.** ...and clicking the *Items Require Attention* notification box.



Personal Profile



Change Password





## 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	<a href="#">Open</a>
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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

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



F

[Main](#)[Notes](#)

## 2023-2061 - Final Report

[Report Summary](#)[APPLICANT INFORMATION](#)[GRANT INFORMATION](#)[REPORT](#)[SUPPORT MATERIALS](#)[DECLARATION](#)

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

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

Discuss what was accomplished with your 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



# 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.

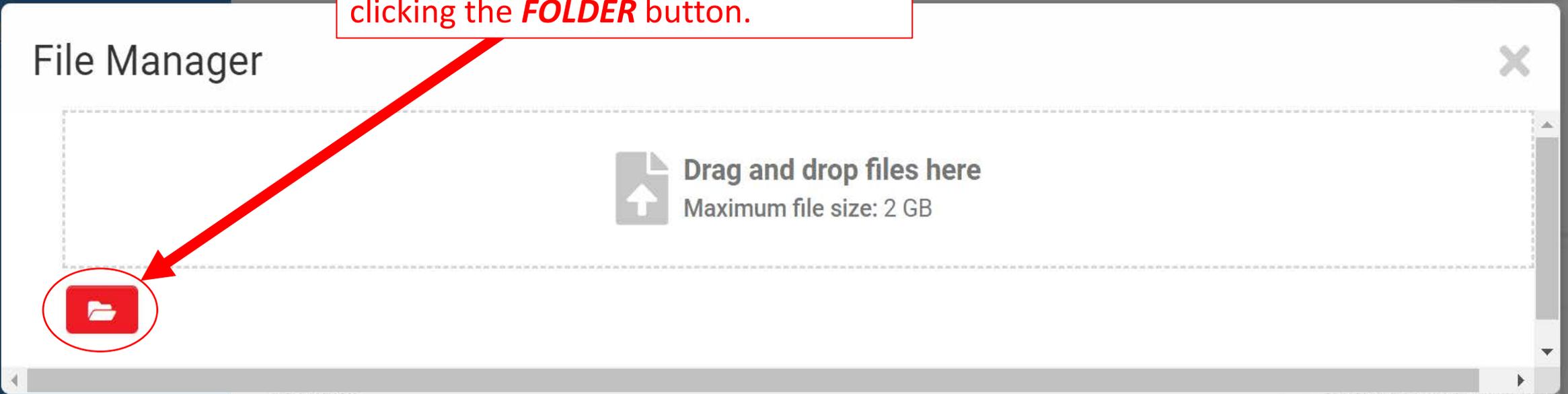
BACK links

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



The File Manager dialog box contains a large dashed-line area for file uploads. In the bottom-left corner of this area, there is a red square button with a white folder icon. This button is circled in red, and a red arrow points from the text box above to it.

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

Total Files: 2

← BACK

NEXT →

Save Draft Submit



# 2023-2061 - Final Report

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

## 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

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

NEXT >



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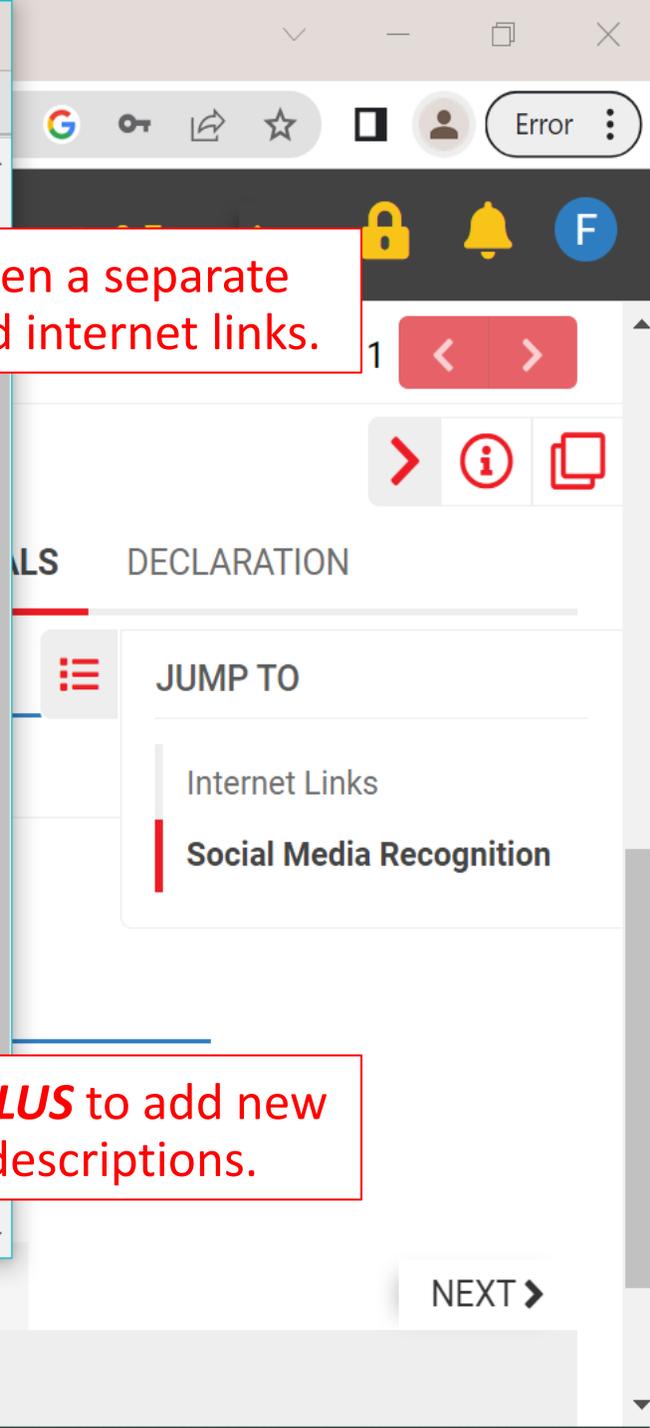
**8g.** Click the **PLUS** to add new links and link descriptions.

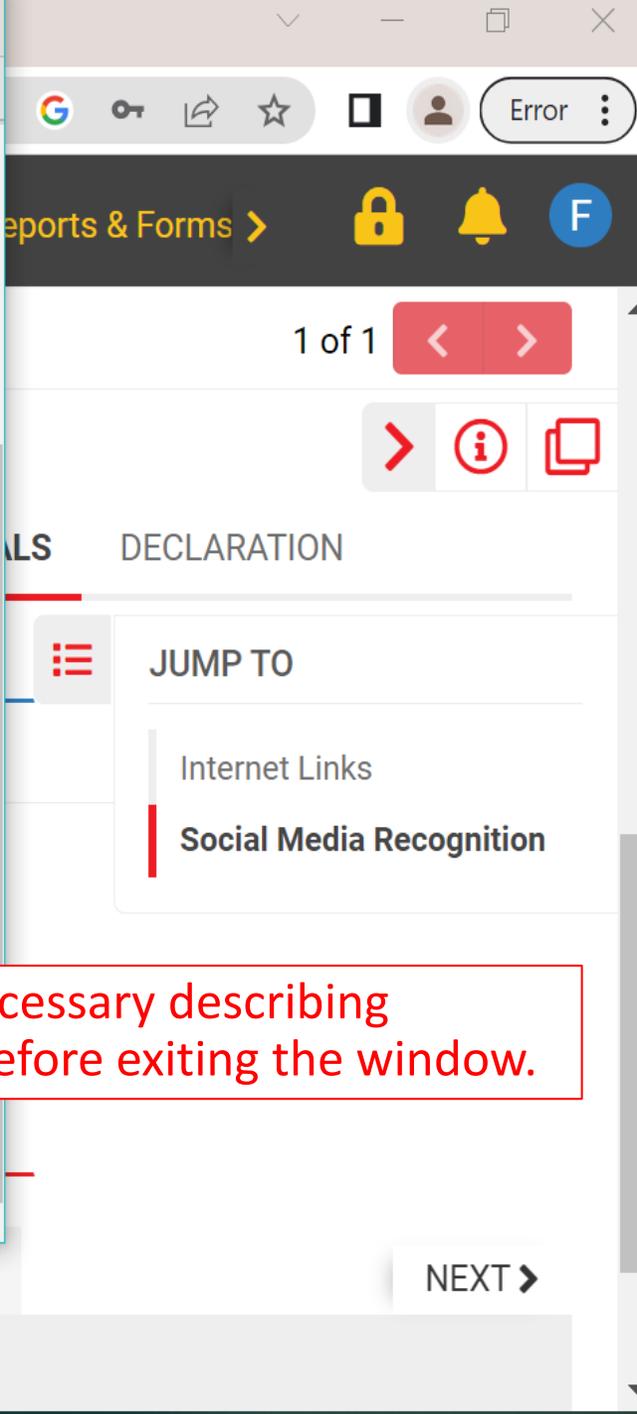
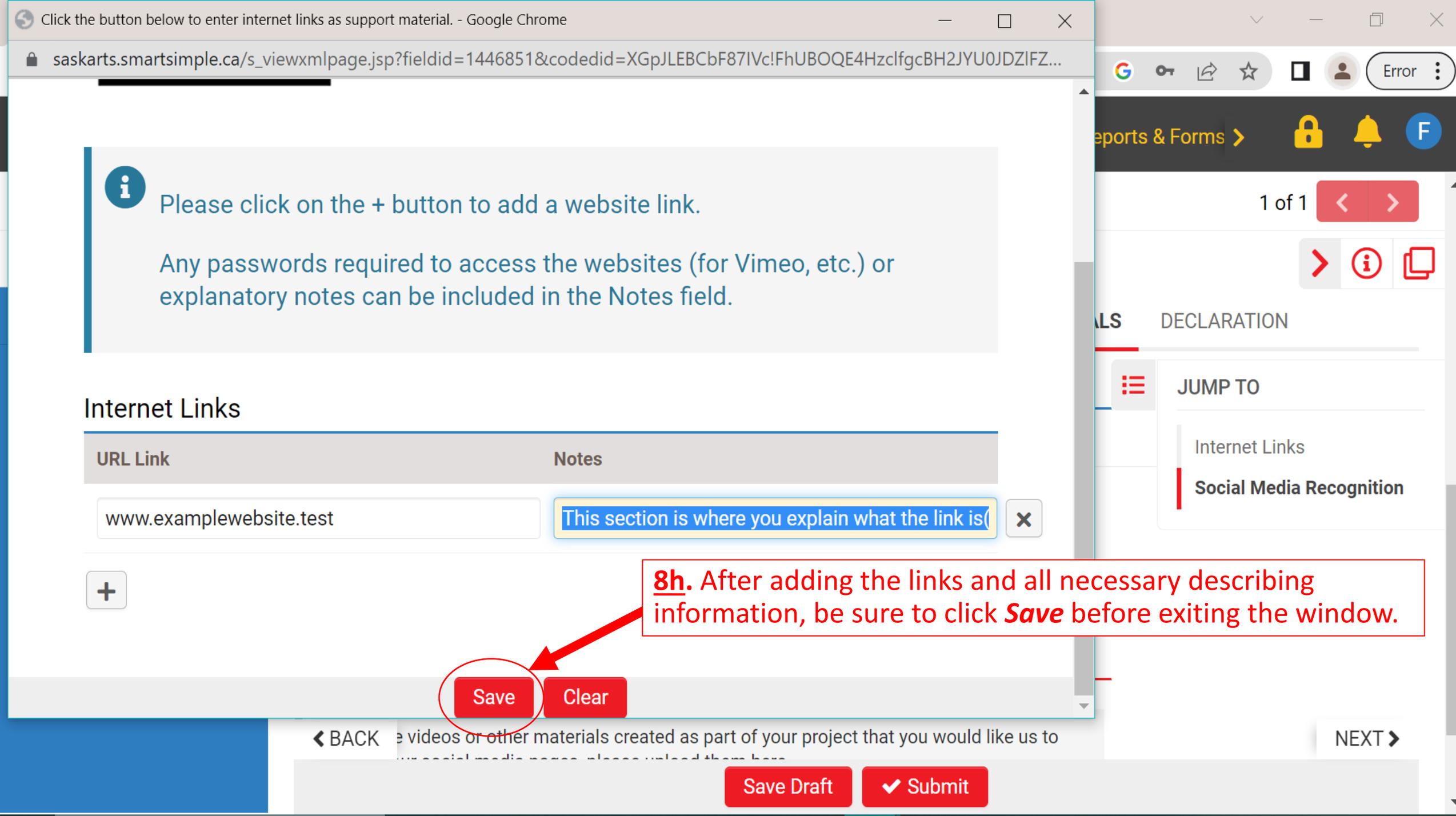
Save Clear

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

1 of 1

### 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!**