



Final Reporting for Grant Awards

The Maine Arts Commission is proud to support the arts in Maine through the awarding of grant funds. We expect high standards for the projects we back and for the documentation of the undertakings. We rely on Final Reports to inform our funding from the National Endowment of the Arts as well as a resource to promote the good work of the Maine arts community.

It is recommended that Final Reports be submitted just after the end of the project. Not submitting a final report will affect future funding allocations for the applicant by the agency.

Final reports must be filed through your account in the Grants Management System:

<https://mainearts-grants.maine.gov>

To file your Final Report:

1. Enter the [Grants Management System](https://mainearts-grants.maine.gov) with your user name and password.
2. Select the application that requires the Final Report.
3. Open the application and select the Final Report link (the top right-hand side of the screen).
4. Complete the Final Report with appropriate information.

The Final Report has navigation tabs at the top of the page and fields for all the required data.

Materials that are required in the report include:

Information

1. Final project budget numbers and matching-fund amounts (*Fields*)
2. Demographics and accessibility information (*Fields*)
3. Project summary, including successes and challenges (*Fields*)

Materials

1. Informative materials such as images, press releases, and documents with URL (*Uploads*)

Survey

1. A quick feedback survey about agency performance and service (*Fields*)

Submit

1. Confirmation that you have completed all required steps (*Checkbox*)
2. Send your final report to the Commission (*Submit button*)

Admin tab*

1. ***Not required** - A place for the agency to add materials for the applicant (usually blank)

To modify your filed Final Report:

If a Final Report needs to be altered after it has been submitted, please contact the agency Grants Director. The Grants Director will unlock the Final Report. You can then make the appropriate changes, and then click the Submit button to resubmit the Final Report with the updated materials.