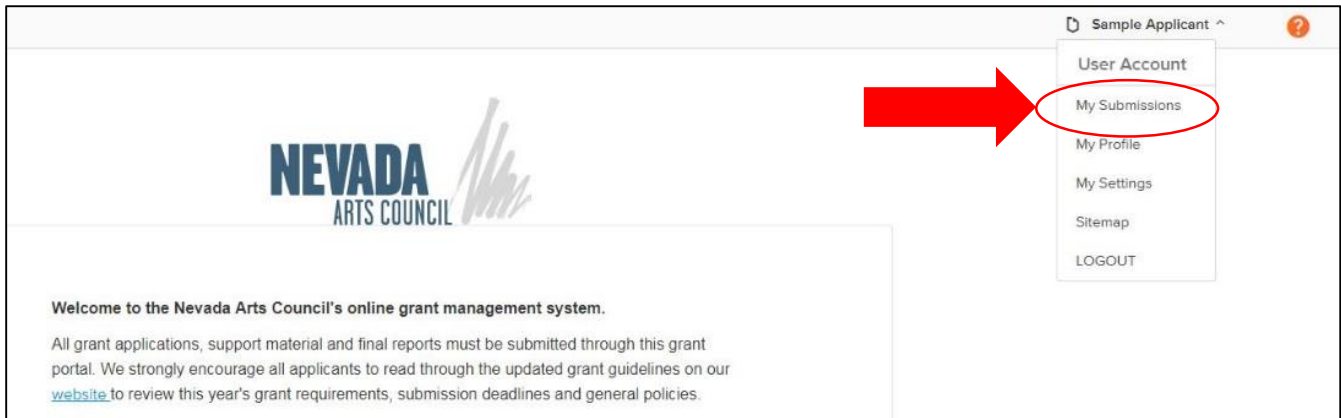


FINAL REPORT SUBMISSION GUIDE

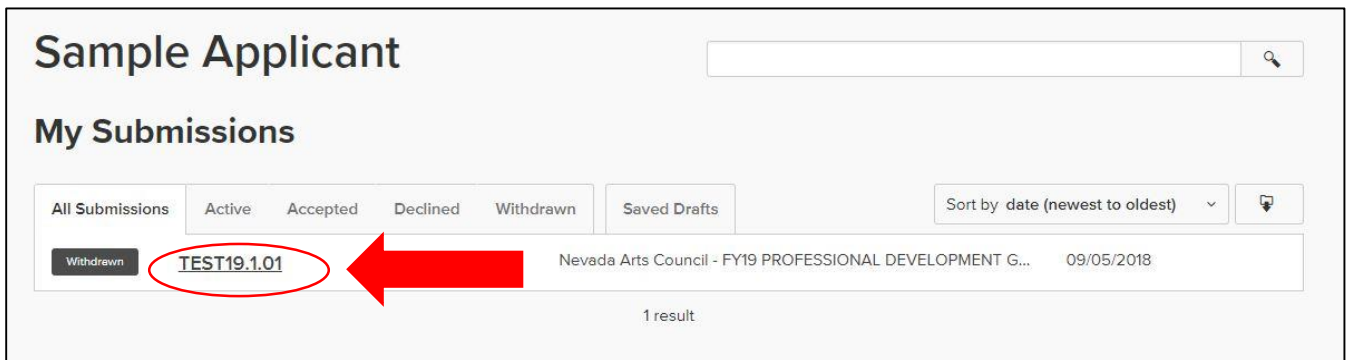
1. After you submit the initial paperwork (Terms and Conditions, Vendor Form, etc.) for your grant, you will receive an email informing you that the Final Report for your grant is now available online. The email will contain a link that will take you directly to your Final Report after you sign in.
2. Log in to the Nevada Arts Council's Grant Portal at the link below: nevadaartscouncil.submittable.com. Make sure to sign in using the email address/user account for the grant application.

The image shows a login interface with two tabs at the top: "Sign Up" (highlighted) and "Sign In". Below the tabs is a form with an email input field containing "name@email.com", a password input field, and a "Forgot?" link. At the bottom of the form are two buttons: an orange "Sign In" button and a dark blue "Sign In with Facebook" button.

- Once logged in, you will be directed to the Final Report form. You can also access the Final Report form by clicking on the applicant name in the upper right hand corner to expand the user menu. Then click **My Submissions**.



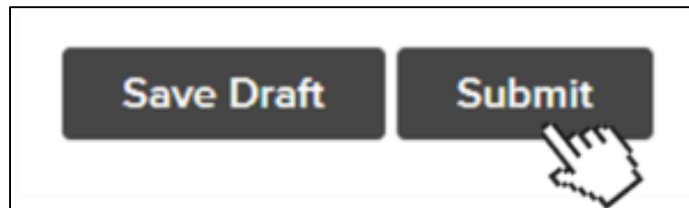
- From **My Submissions**, click on the grant application title.



- Once you have accessed your grant application, you will see a tab along the top that reads "Final Report [Grant Number]." Click on that tab to access the Final Report form.



6. Once you have accessed the Final Report Form, enter all required data and upload any required support material. Then submit by the Final Report deadline listed in your Grant Award Packet. Failure to comply with this deadline will render you/your organization out of compliance and therefore ineligible to apply for future NAC funding.
7. You do not have to complete the Final Report Form in one sitting. You may enter data and click the **Save Draft** button at the bottom of the form to return to it later. Once you have completed the Final Report form and uploaded all applicable support material, click **Submit**.



8. If your Final Report was submitted correctly, you should see a green box at the top of the page which says your Final Report was successfully submitted. **IMPORTANT: If you do not see the green box, then your Final Report was NOT submitted. This is likely due to one or more required fields being left blank. You MUST answer every question with an asterisk (*) next to it. Please review your Final Report, make sure every question has been answered, then try to **Submit** again.**



For technical questions regarding your online account (including any problems submitting your Final Report) contact Submittable Support:
Email: support@submittable.com
Phone: (855) 467-8264, ext. 2

If you have any other questions, please contact the Nevada Arts Council's Grants Management Team:
Email: grants@nevadaculture.org
Phone: 775-687-7104