



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

Login	
≥ Email	_
	_
₽ Password	
Log In	

Welcome to the SK Arts Portal

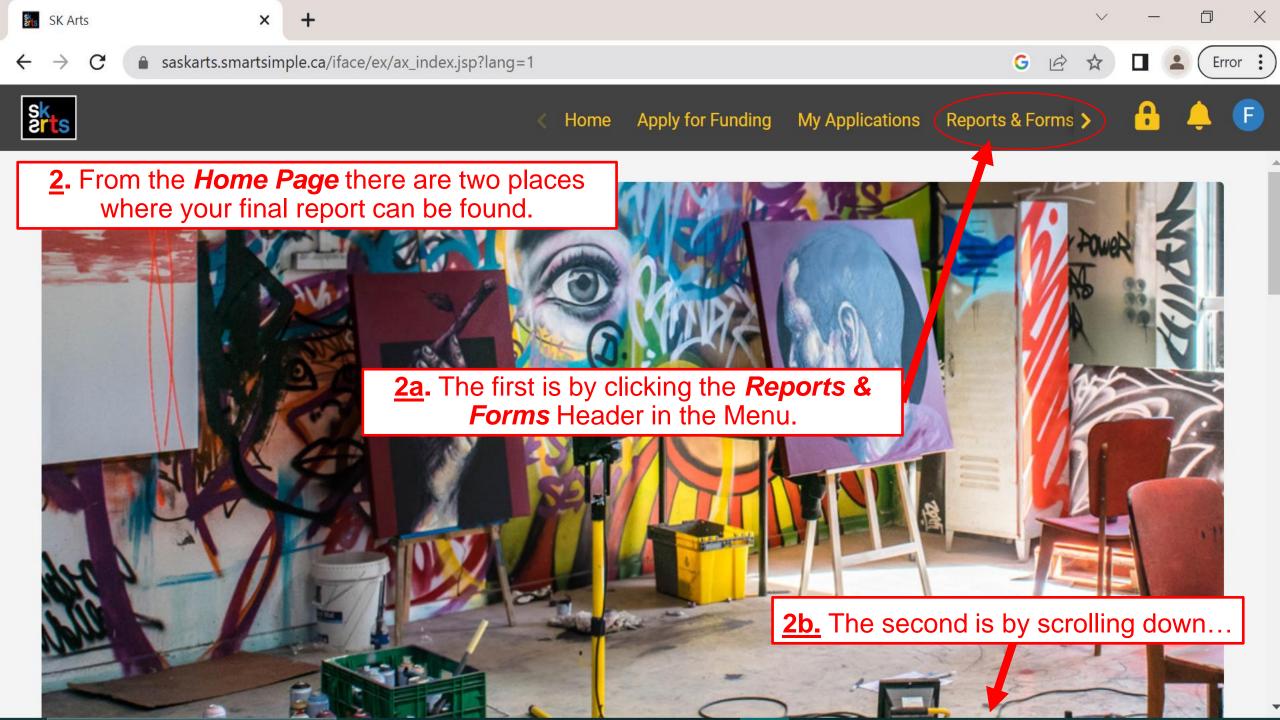
Established in 1948, SK Arts is the oldest public arts funder in North America, and second oldest in the world after the Arts Council of Great Britain. Governed by The Arts Board Act, 1997, we provide grants, programs, and services to individuals and groups whose activities have an impact on the arts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

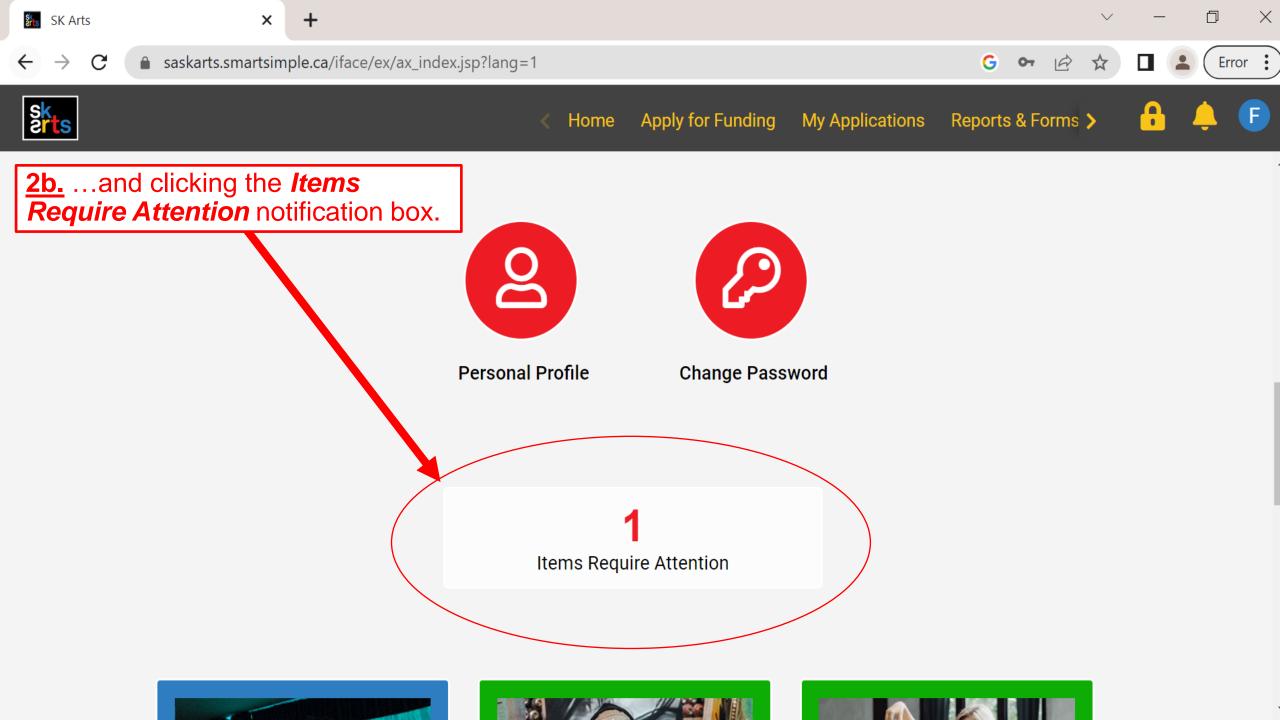
HelpDesk

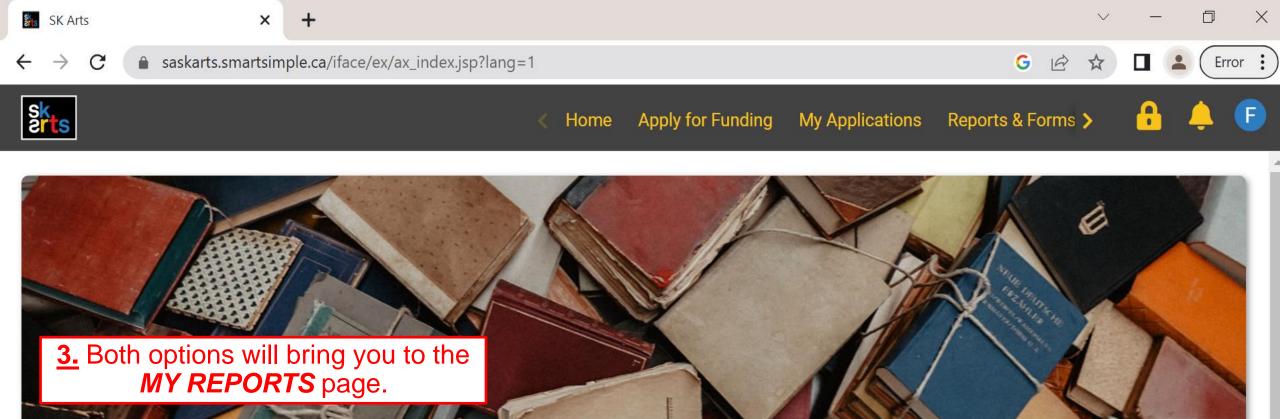
Forgot Password?

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

New to the System?



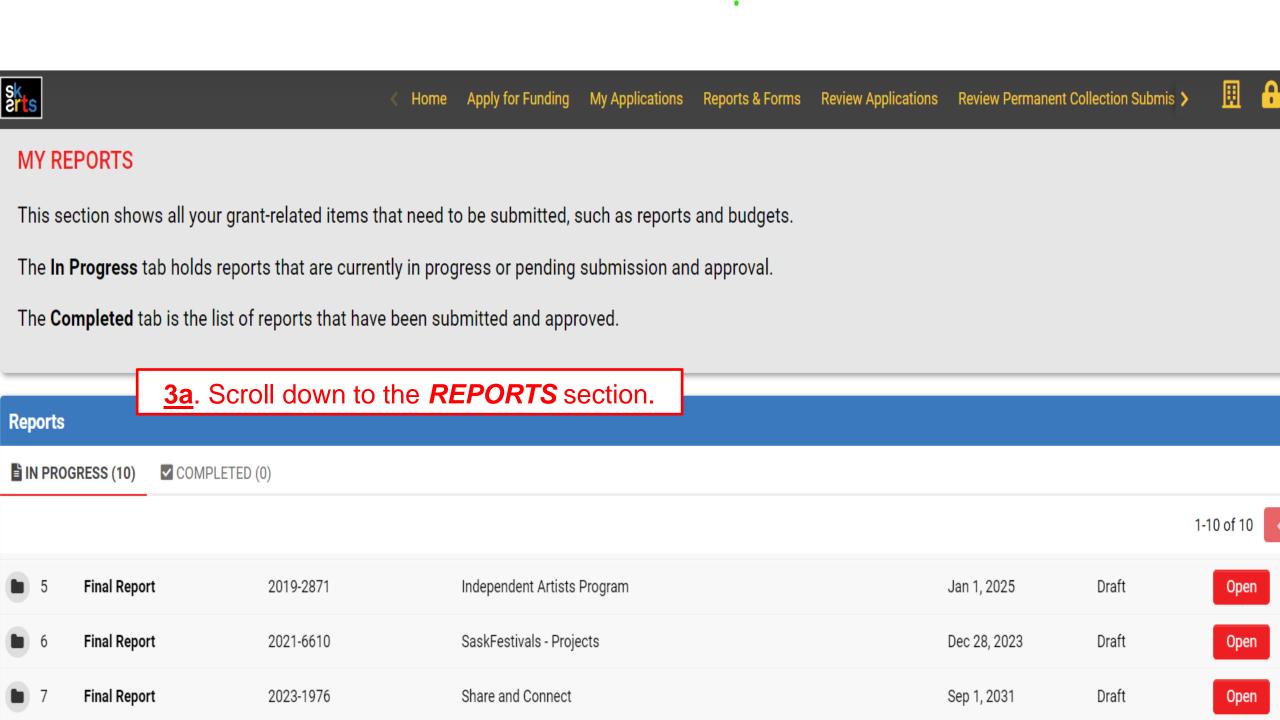




MY REPORTS

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.





Notes

Application ID: 2023-1976

Program: Share and Connect

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

Report Due Date: 01/09/2031



APPLICANT INFORMATION

GRANT INFORMATION

Recipient: Fake Festival

Contact: Fake Carmelle Pretzlaw

Mailing Address:

222 Fake Blvd

Bienfait

Saskatchewan

S0H 0B0

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

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.**

Save Draft

Submission Date:





APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Recipient: Fake Festival

Contact: Fake Carmelle Pretzlaw

Mailing Address:

222 Fake Blvd

Bienfait

Saskatchewan

S0H 0B0

Phoner E-mail:

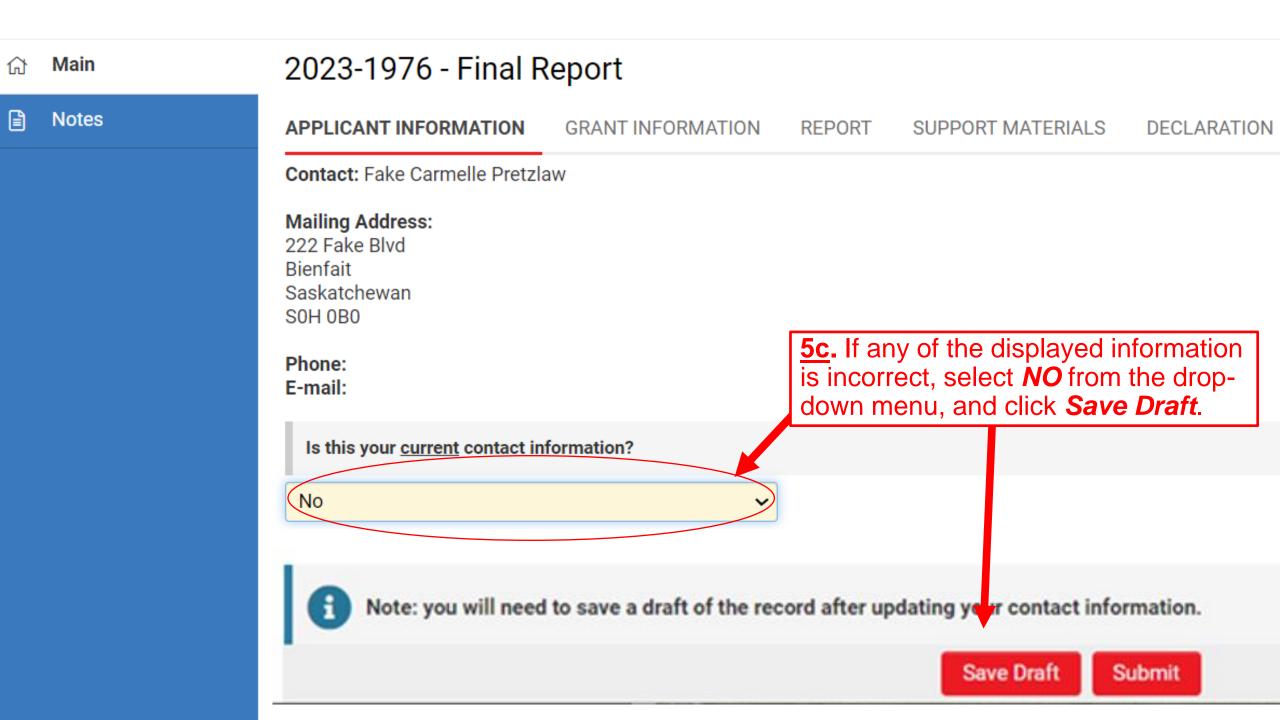
Is this your current contact information?

Yes

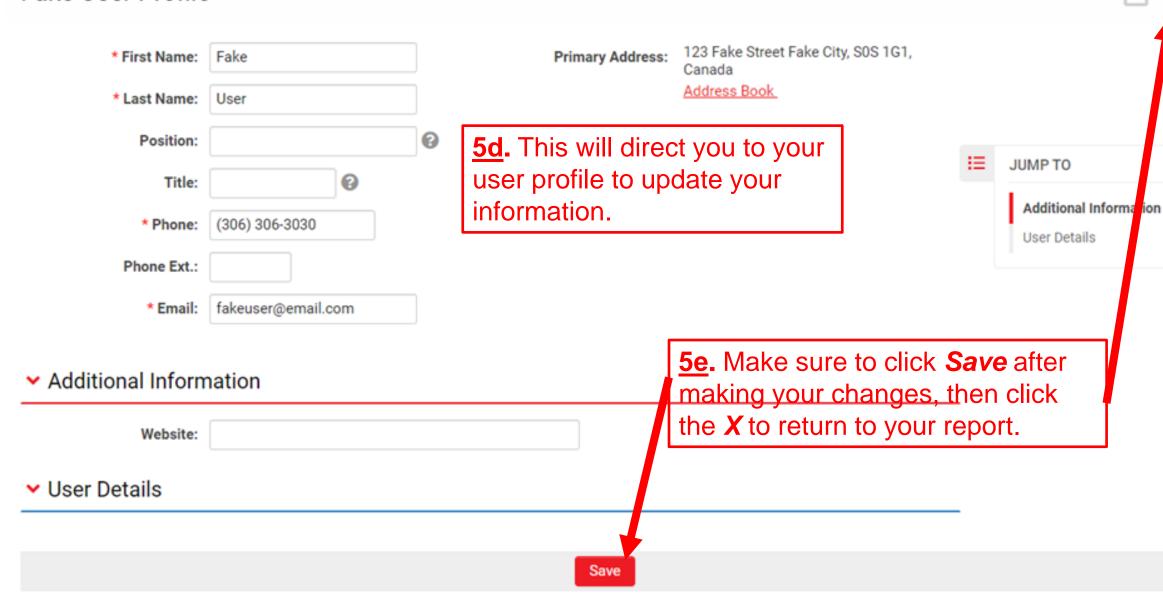
<u>5a</u>. On the *APPLICANT INFORMATION* tab, your contact information will autofill with the information provided in your grant application. Please review and confirm that this is correct.

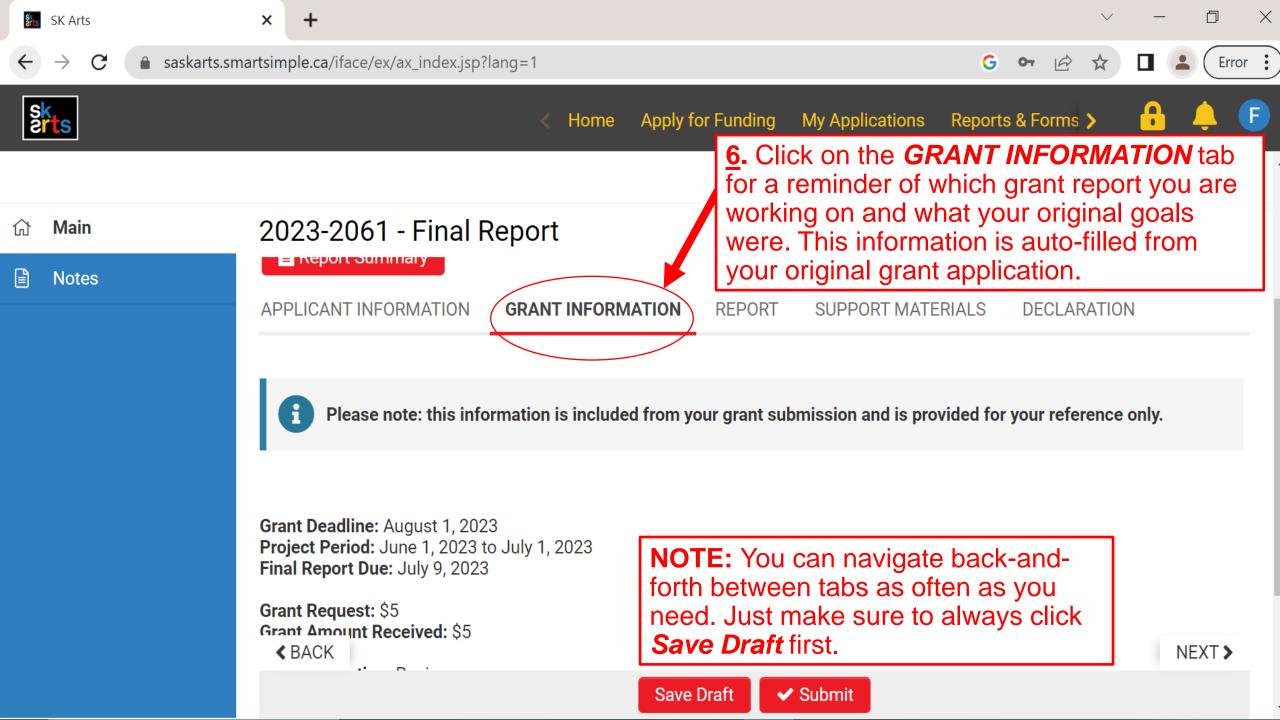
<u>5b</u>. If the displayed information matches your current contact information, select *YES* from the dropdown menu and then click *Save Draft*.

Save Draft



Fake User Profile





Program: Share and Connect

Applicant: Fake Carmelle Pretzlaw

Fake Festival

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

Report Due Date: 01/09/2031

Report Summary

APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Indicate if you would prefer to answer this question with written text, a video or audio submission, or with a phone call to the Program Consultant.

Written Text



Project Overview

Briefly tell us about your project. For example, you could talk about:

- · what you accomplished
- · how things may have changed from your original plans
- any future plans you have for this work

<u>7a.</u> Select <u>one of the three options</u> for reporting on your project: summarizing with written text, video or audio submission, or phone call to a consultant. Then click **Save Draft**.

Written Text will pull up a text field where you can describe your project.

REMINDER Save Draft

Report Due Date: 01/09/2031



APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Indicate if you would prefer to answer this question with written text, a video or audio submission, or with a phone call to the Program Consultant.

Video/Audio Submission

Upload a video or audio file explaining:

- what you accomplished
- how things may have changed from your original plans
- · your future plans for this work
- · how the grant money was spent

♣ Video/Audio File Upload

< BACK

7b. Select *Video/Audio Submission* to report on your project with a video or audio file. Click *Save Draft*, which will bring up the "Video/Audio File Upload" button.

Save Draft

Save Draft

Submit

REMINDER
Siza Data
Delete

Siza Data

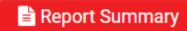
Program: Share and Connect

Applicant: Fake Carmelle Pretzlaw

Fake Festival

Report Due Date: 01/09/2031

<u>7c.</u> Select *Phone Call to Consultant* to talk about your project over the phone. Click *Save Draft*.



APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

Indicate if you would prefer to answer this question with written text, a video or audio submission, or with a phone call to the Program Consultant.

Phone Call to Consultant



Be prepared to discuss:

- · what you accomplished
- · how things may have changed from your original plans
- · what future plans you have for this work
- how the grant money was spent

Applicant: Fake Carmelle Pretzlaw

Fake Festival

Report Due Date: 01/09/2031

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



APPLICANT INFORMATION

GRANT INFORMATION

REPORT

SUPPORT MATERIALS

DECLARATION

We want to see what you accomplished with your grant. Please indicate if a Program Consultant attended your event in person OR provide something that documents your project, such as:

- examples of the work itself (digital images, video clips, writing samples)
- programs or posters
- other relevant documents

8a. If you're providing support material to document your project, click on *Upload Support Material* to upload any relevant files with the File Manager.

1 Upload Support Material

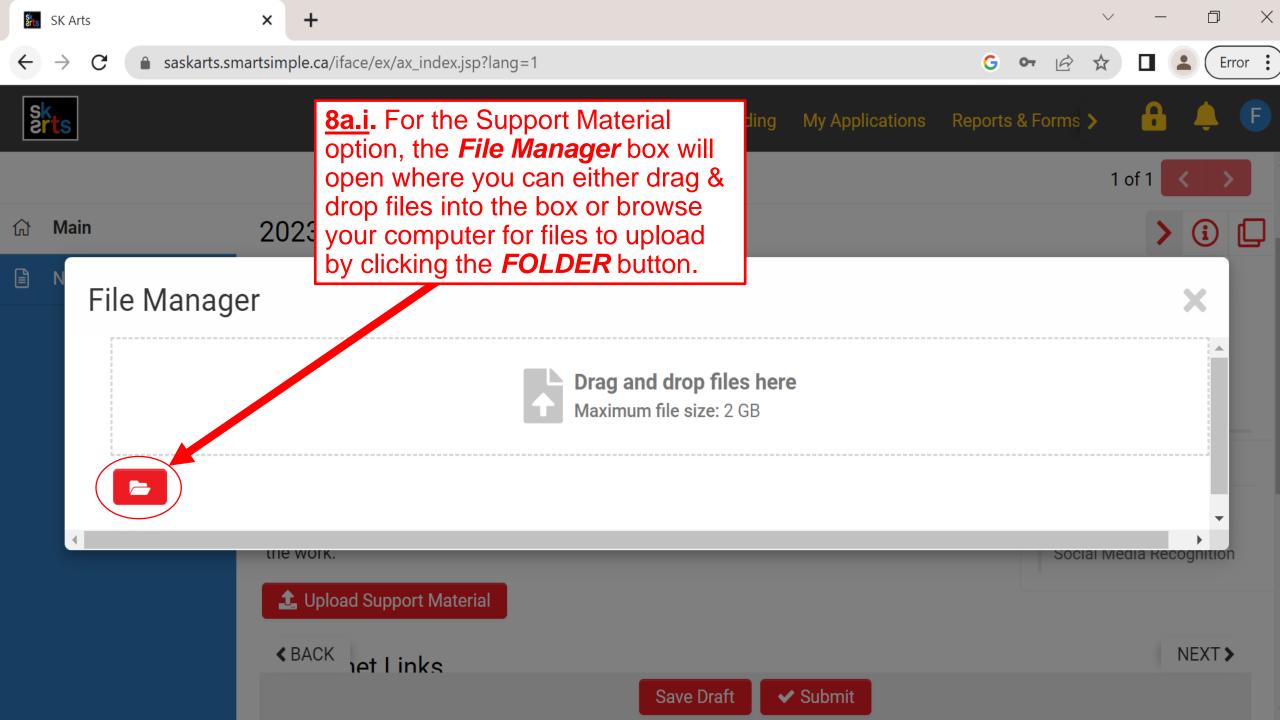
This confirms that a Program Consultant attended my event in person.

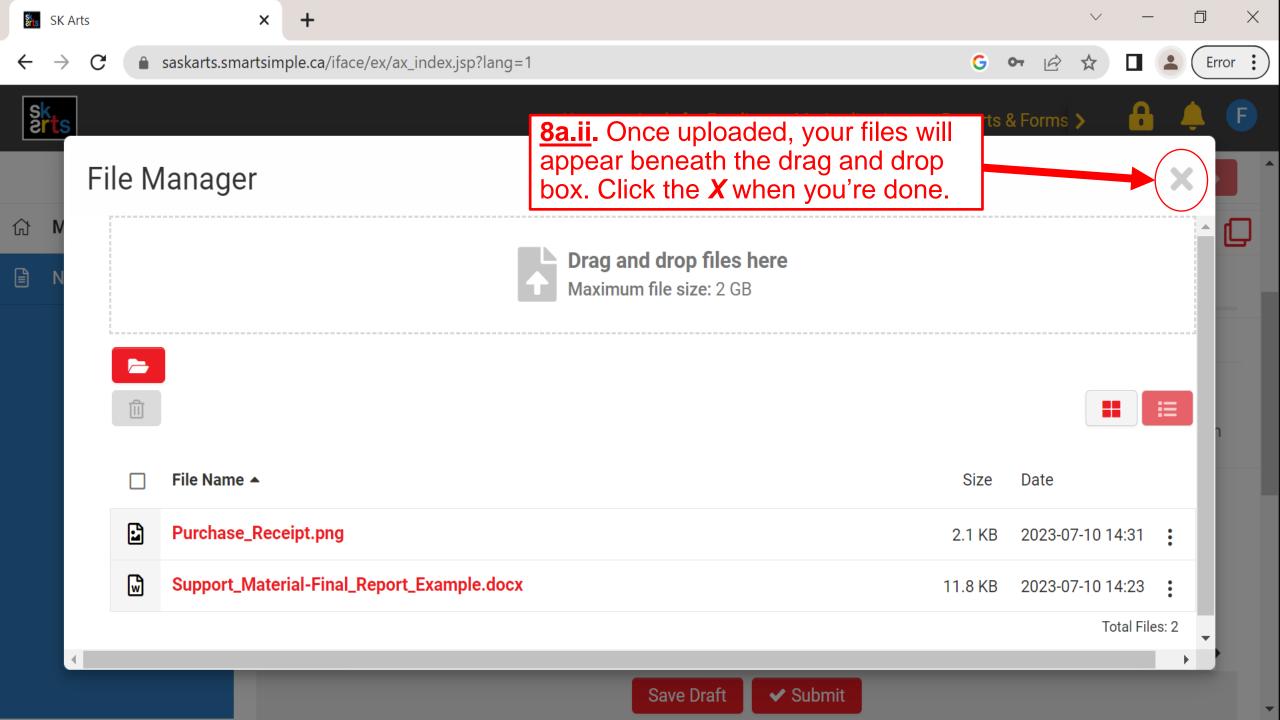
Confirmed

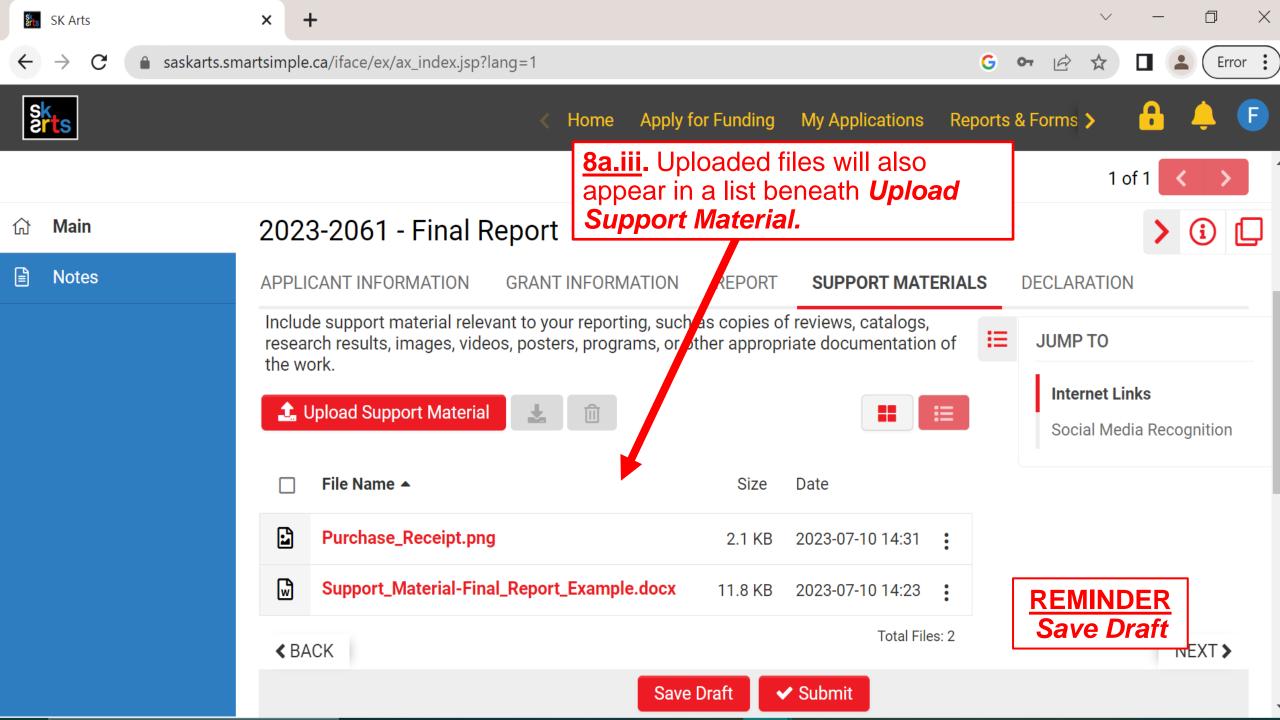
< BACK

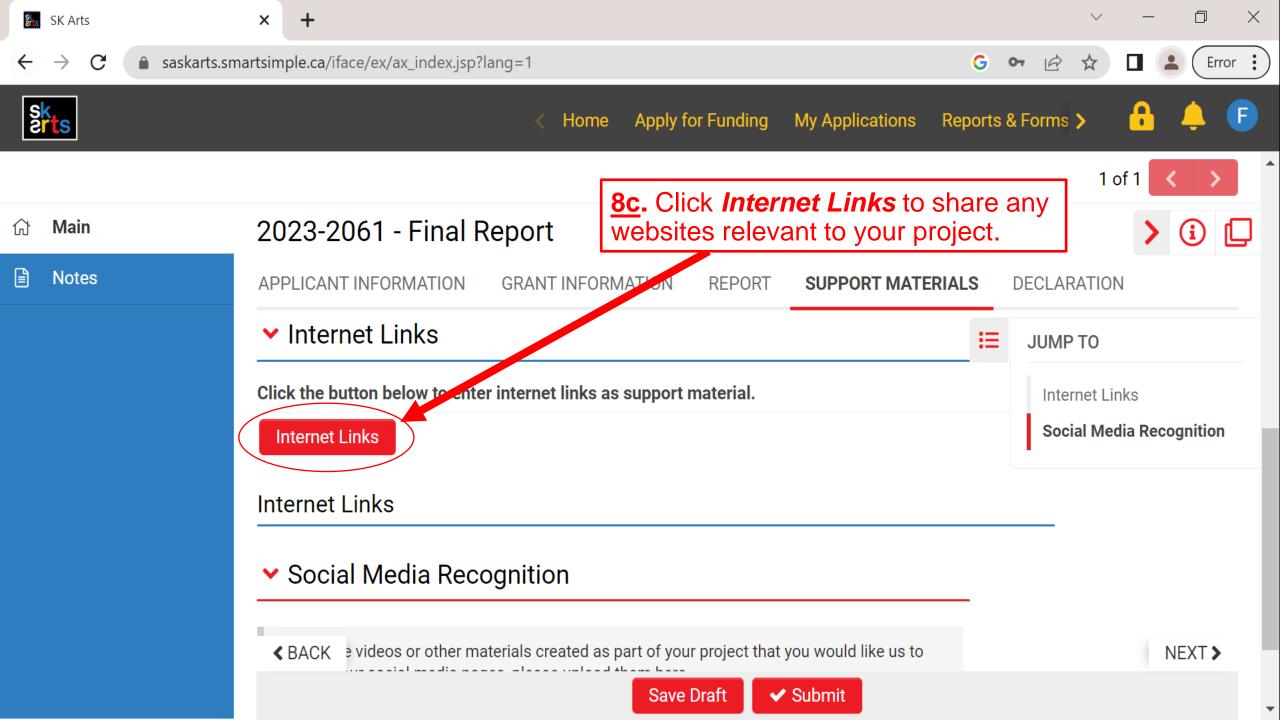
8b. If a SK Arts program consultant attended your event, click the *Confirmed* checkbox. You will not have to upload additional support material.

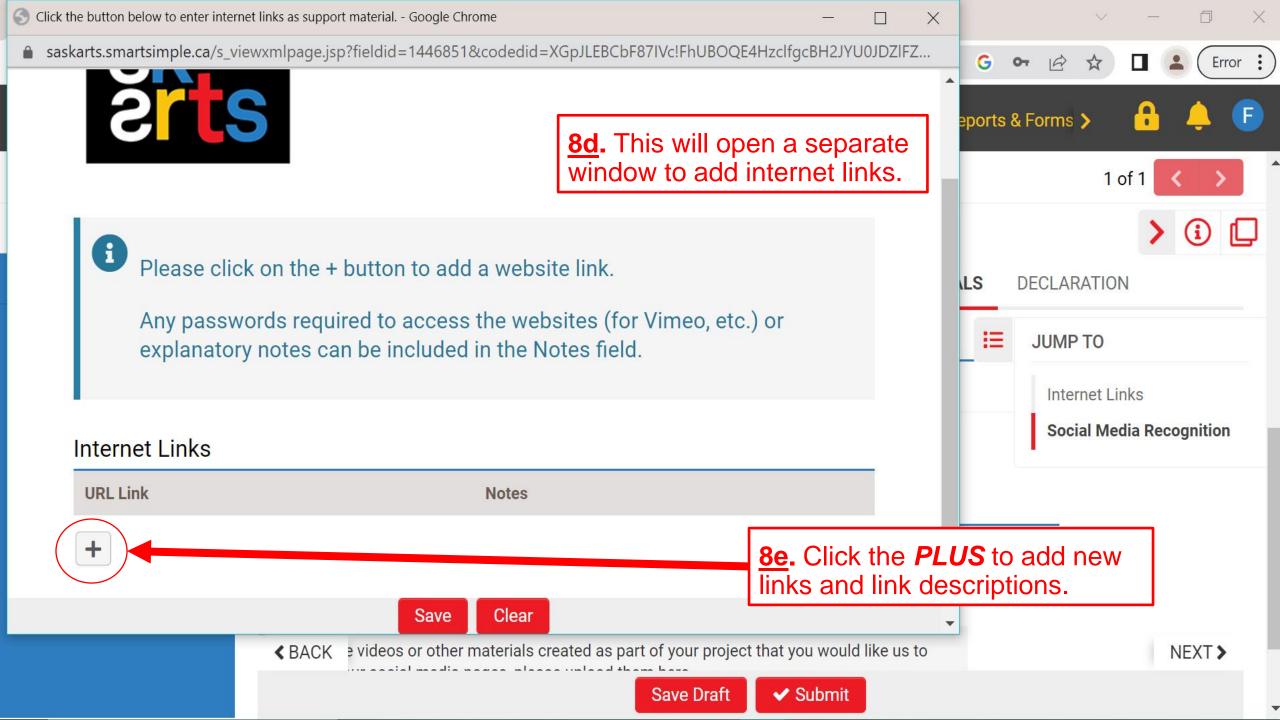
Save Draft

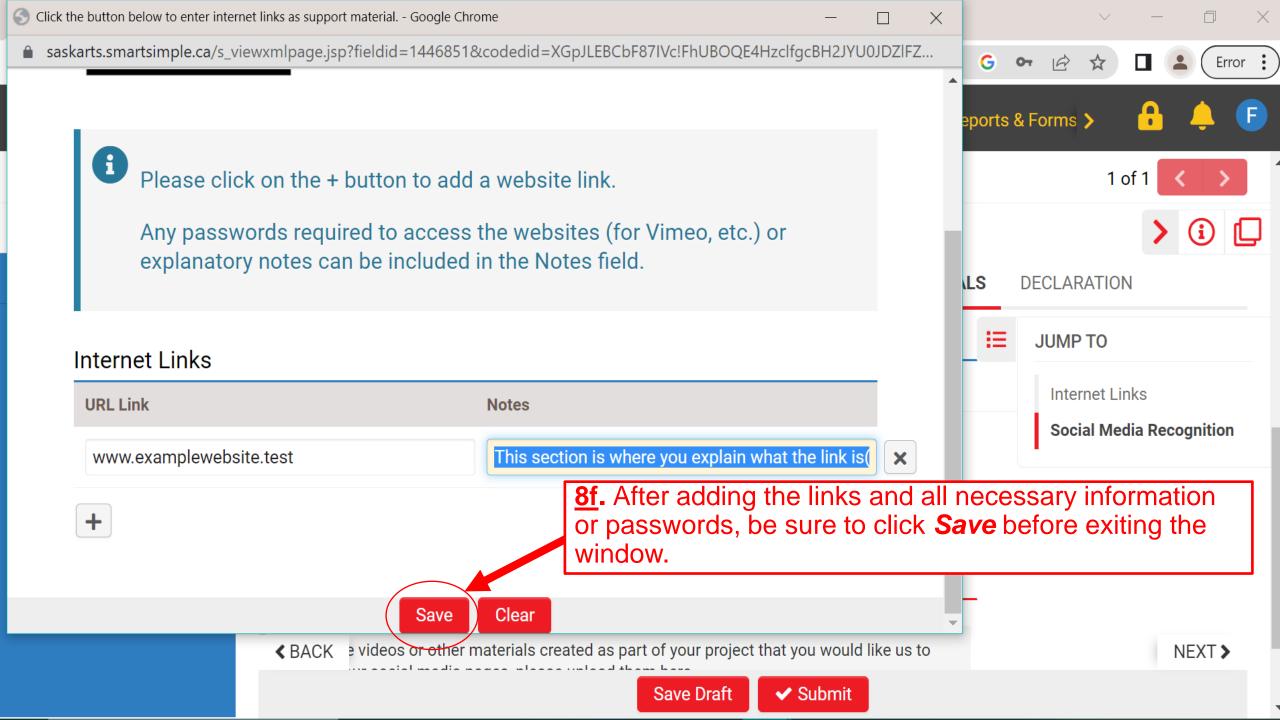


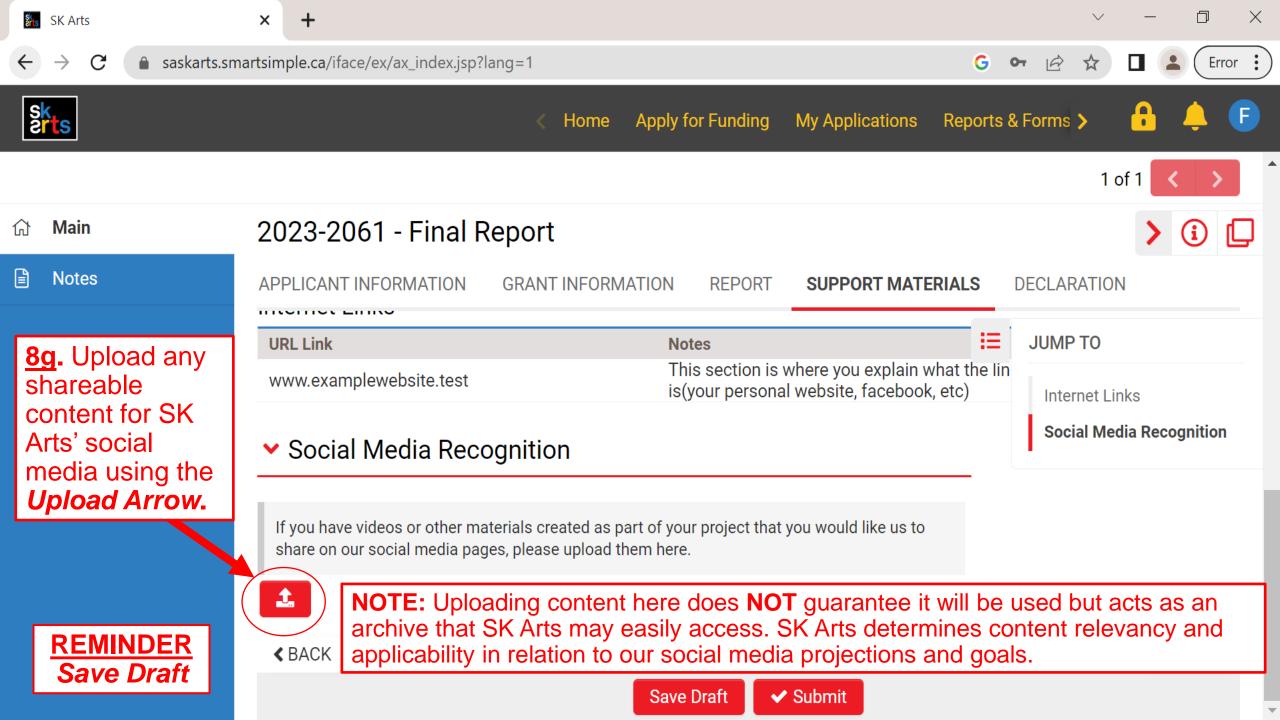


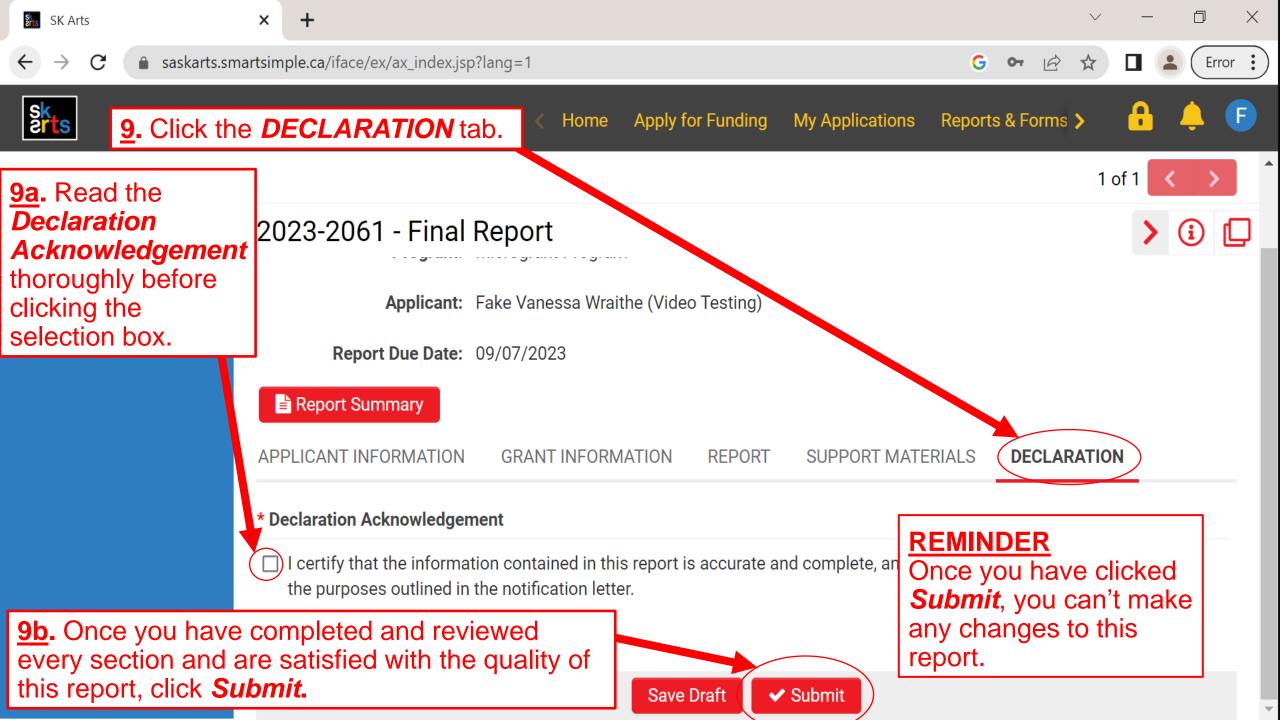












Submission Manager > Grant > Activity



Submission failed due to the following:

- · Address Confirmation cannot be empty.
- IPAA-Phone_Call_Acknowledgement cannot be empty.
- Report Acknowledgement cannot be empty.
- Declaration Name Acknowledgement 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: 2023-1976

Program: Share and Connect

Applicant: Fake Carmelle Pretzlaw

Fake Festival

Type: Final Report

Status: Draft

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

Record E-Mail Address: 23-2c2cc3-933ce-ca-e7724d36@smartsimple.com

Primary Contact:

Fake Carmelle Pretzlaw



Save Draft

~

~ ³

Submit



Delete



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!