NORTHEAST DAIRY BUSINESS INNOVATION CENTER

How to Submit a Claim

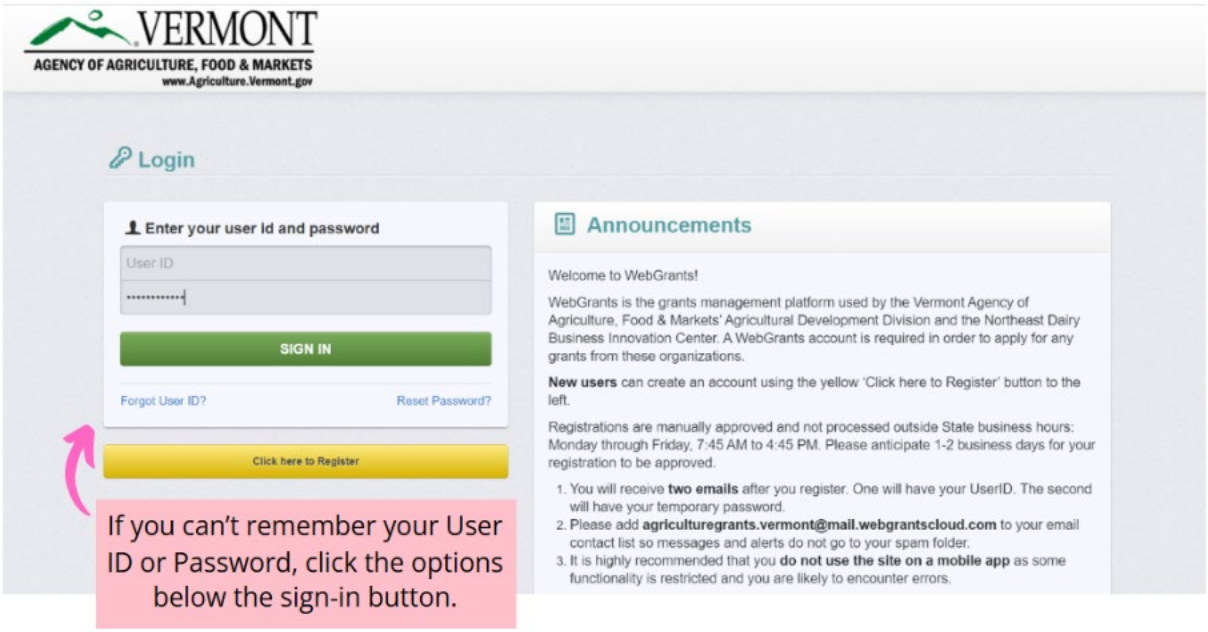
You will need to submit a claim in order to receive a grant payment.

First, review your Grant Agreement, Attachment B: Payment Provisions. This shows your grant payment schedule, when to submit a claim, and how much that claim should be for.

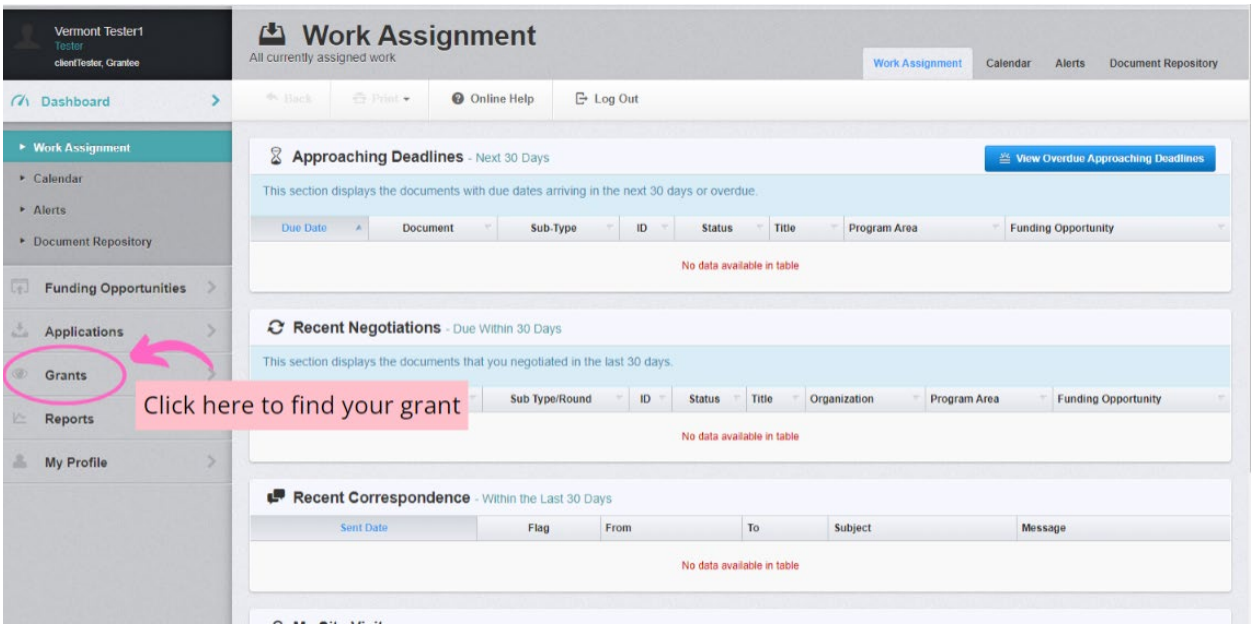
After your initial claim, all subsequent claims require the successful submission of a status report. Refer to the How to Submit a Status Report Guide for how to submit a report.

**We recommend that you access WebGrants on a computer (not a phone or tablet) for best functionality.*

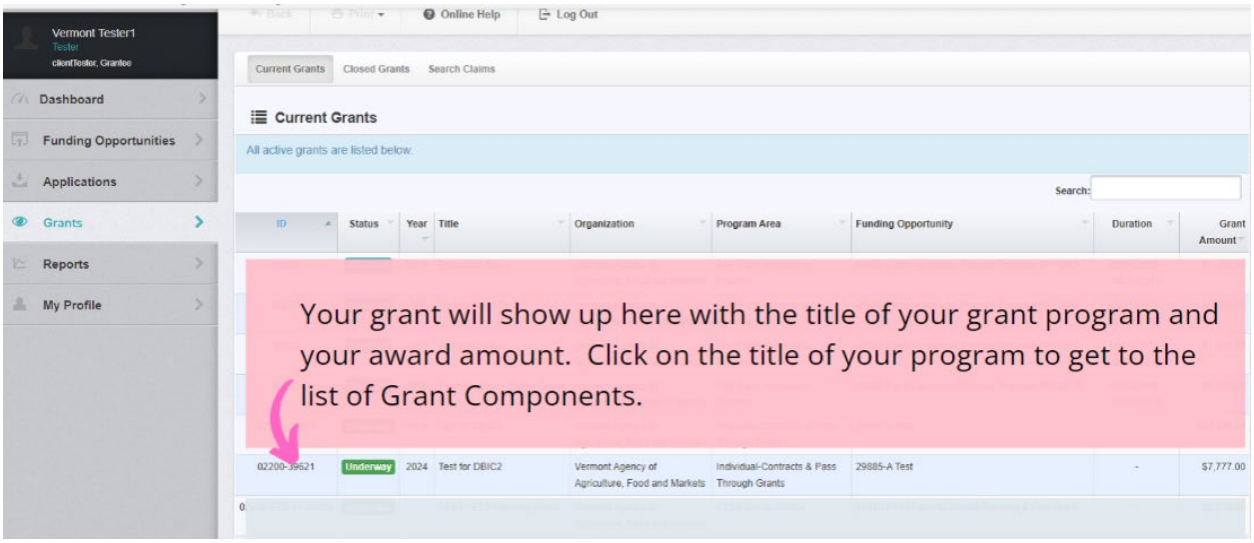
1. Log in to WebGrants at agriculturegrants.vermont.gov.



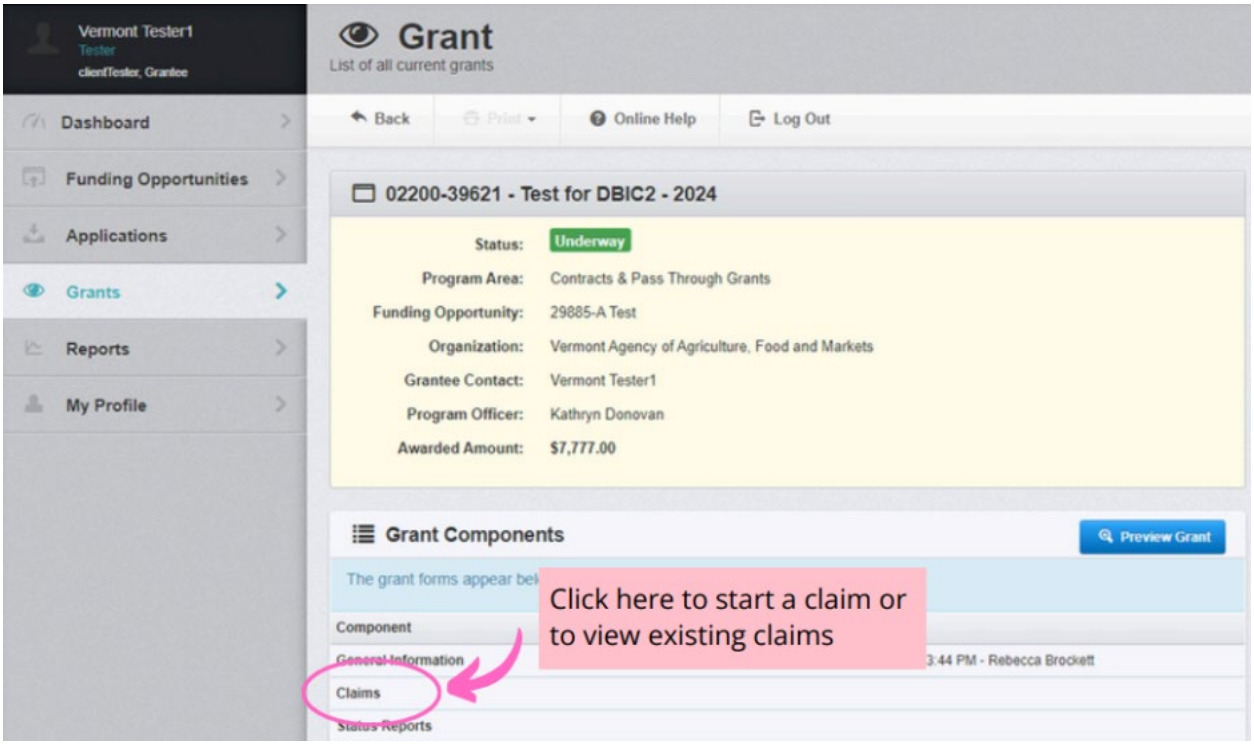
2. Navigate to your grant by clicking on Grants on the left side menu. This will show you the grant project(s) you have underway.



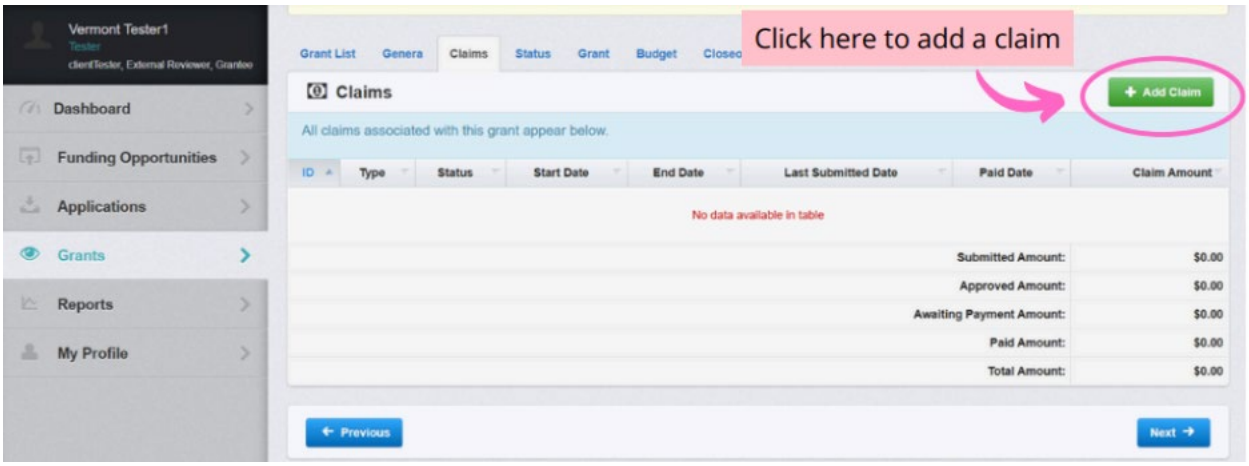
3. Click on your grant that is underway to get to the list of Grant Components.



4. Under the list of Grant Components, click on “Claims.”

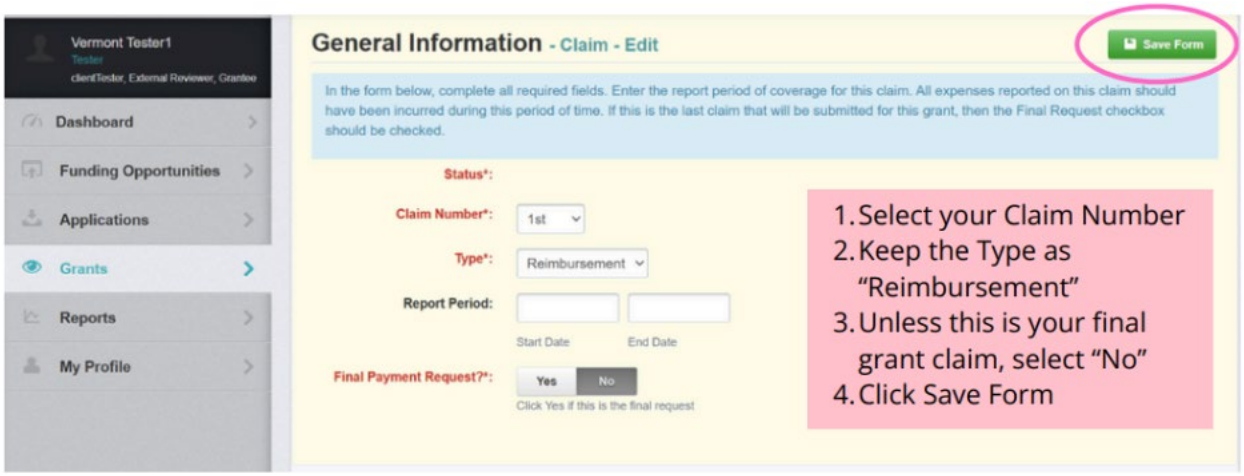


5. Click the green “+ Add Claim” button on the right side of the screen.

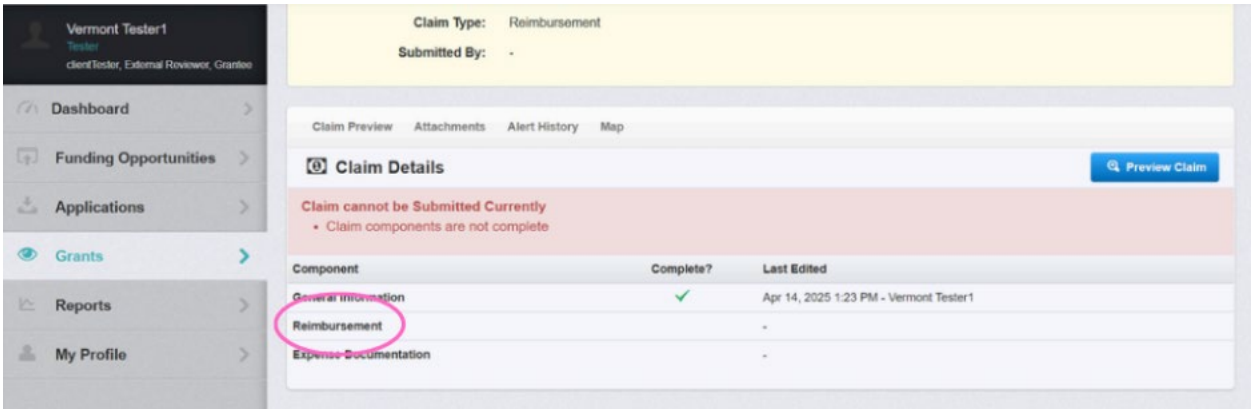


6. Complete the General Information form.

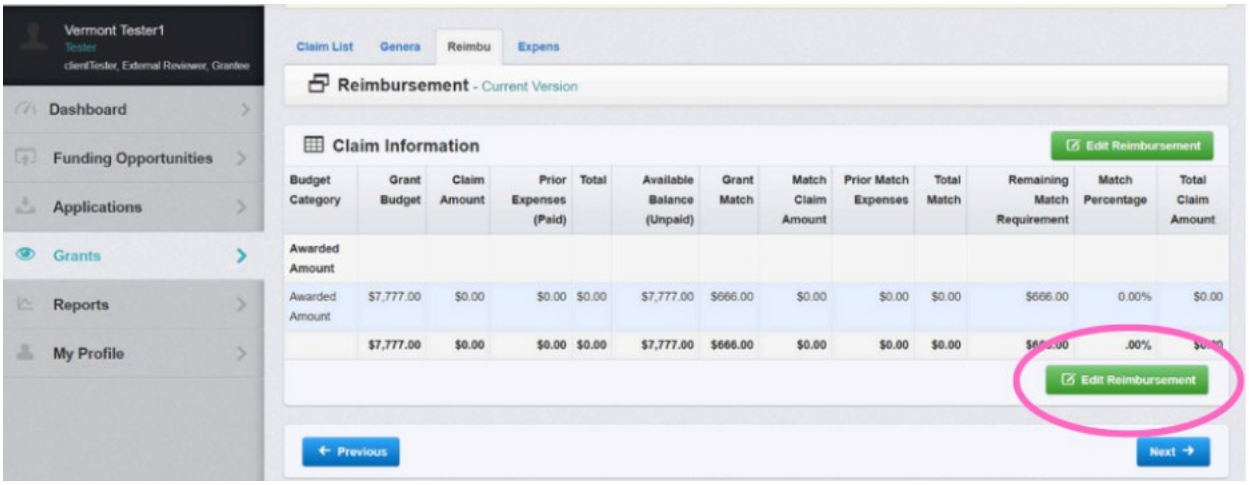
a. Next to Claim Number, click on the drop-down menu and select the number. If you're unsure, check the Payment Provisions section of Attachment B in your Grant Agreement to find the claim number you need to submit. In most cases, it will be the 1st, 2nd, or 3rd claim.
b. The type of claim will always be "Reimbursement."
c. If this is your final claim, mark yes. For all other claims, mark no.
d. **Click the green "Save Form" button on the right side of the screen.**



7. Under Claim Details, click "Reimbursement." This component may also be called Grant Payment Request or Claim for Reimbursement.

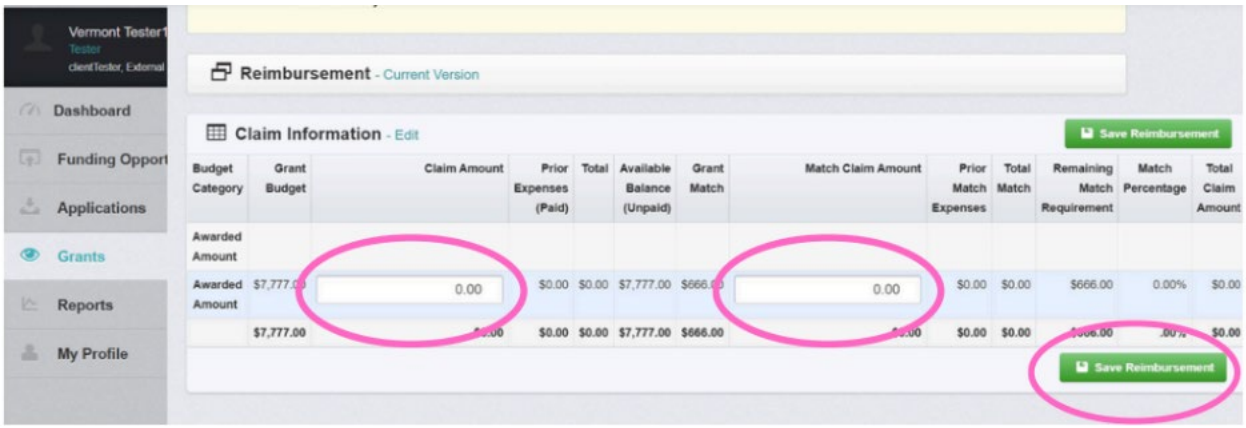


8. Click the green “Edit Reimbursement” button on the right of the screen to enter the funding amount you are requesting and matching funds spent to date, if applicable.

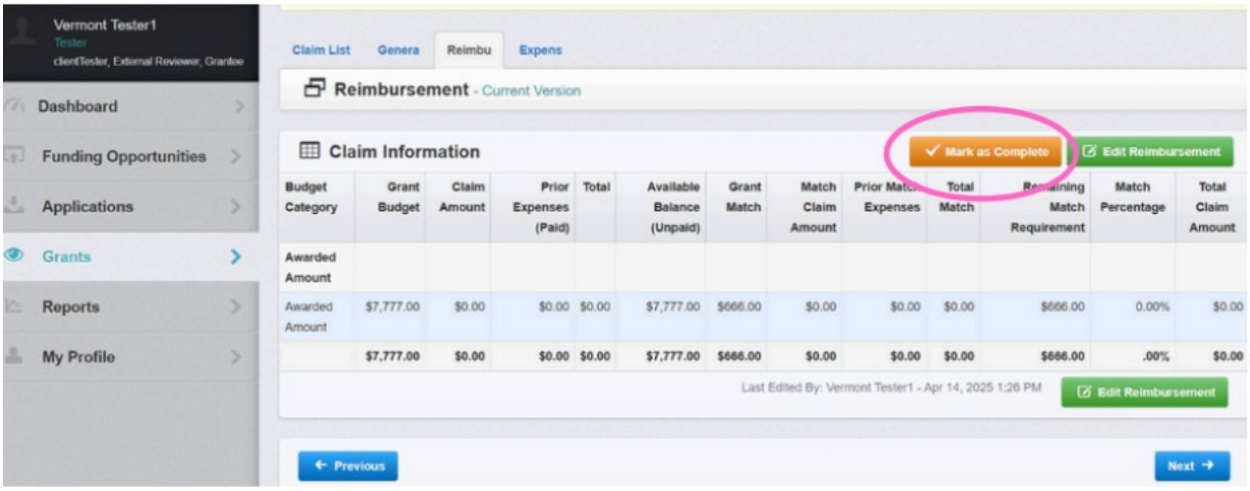


9. Enter the Claim Amount and the amount of match spent to date.

“Match Claim Amount” should be the amount of match spent on your project within this reporting period. The amount under “Match Claim Amount” will update the “Total Match” column after you click the green “Save Reimbursement” button on the right of the screen.

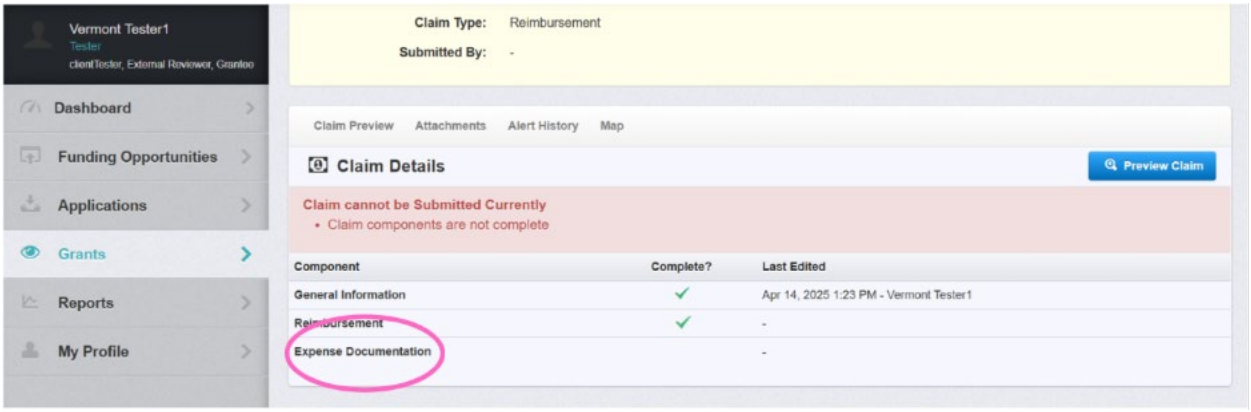


10. Click the orange “Mark as Complete” button on the right of the screen.

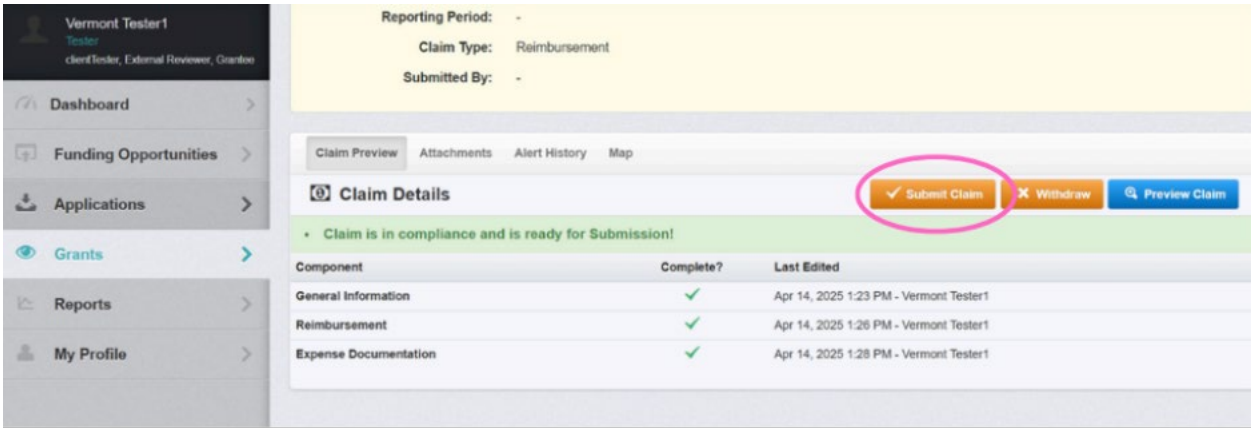


11. Under Claim Details, click Expense Documentation.

If your grant agreement requires you to upload expense documentation or other items to the claim, upload them here. If your grant doesn’t require any expense documentation, then just click the orange button that says “Mark as Complete” for this section without uploading anything.



12. When all claim components are marked as complete, and you do not have any additional changes to make, submit by clicking the orange "Submit Claim" button.



All components must be marked as complete before you can successfully submit your claim. After submitting your claim, you will see a Claim Submitted Confirmation page. You may also print a copy of the submitted claim for your records. After your grant manager approves the claim, your payment will be processed by our business office within approximately seven to ten business days.