NORTHEAST DAIRY BUSINESS INNOVATION CENTER

How to Submit a Status Report

You will need to submit reports about your grant progress through the WebGrants system.

Generally, at least two reports are required: an **Interim Report** about midway through, and a **Final Report** once all activity has been completed and grant funds spent.

Reports are tied to the progress of your project and the completion of certain deliverables. If you are running into challenges or delays with your project, reach out to your grant manager ahead of completing your report.

Your Grant Agreement will tell you how many reports you have and when they are due. Since grant fund payments are tied to completion and approval of reports, if you plan to request your next installment of funds, you will also need to submit a Claim through WebGrants at the same time as a report.

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

Tips for completing report forms

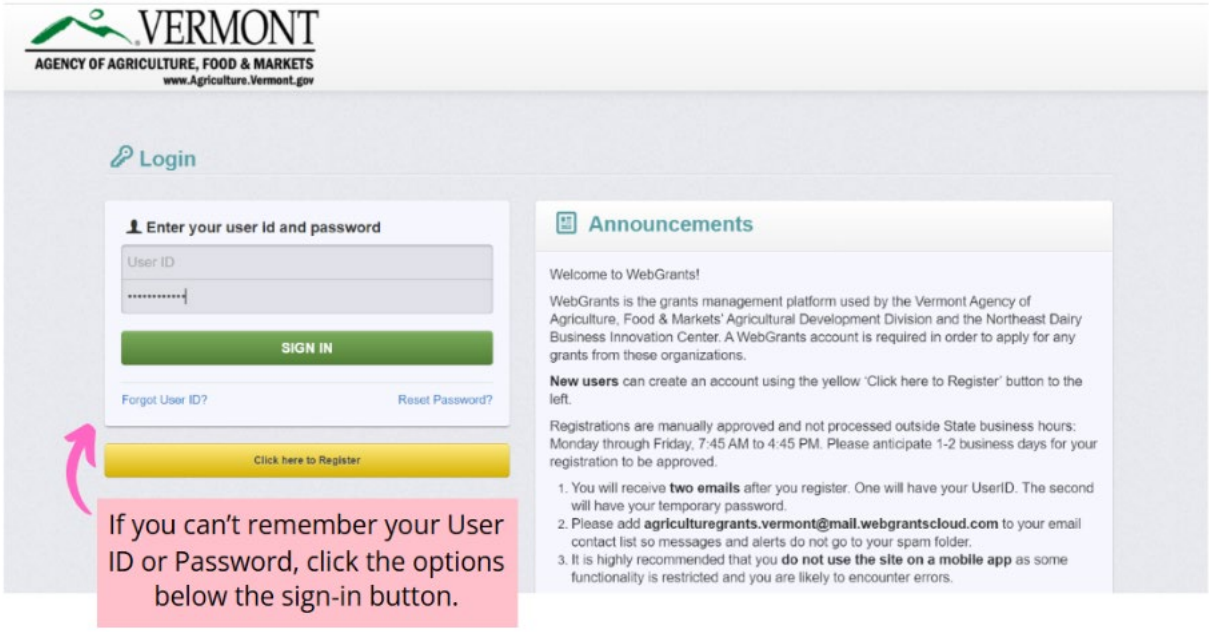
Go to your open Grant Agreement and find the Scope of Work. The Scope of Work includes a Project Workplan that lists your Key Activities and related deliverables, an Expected Outcomes section, and a Budget table. Describe your project's progress based on these things.

Fully answer all parts of the questions. When possible, include specific examples. Include enough detail so someone unfamiliar with your grant project can understand the activities and impact. For example, if you received funding for specialized equipment, you might write, "This grant allowed us to purchase [insert equipment], which increased our production volume and sales by X%."

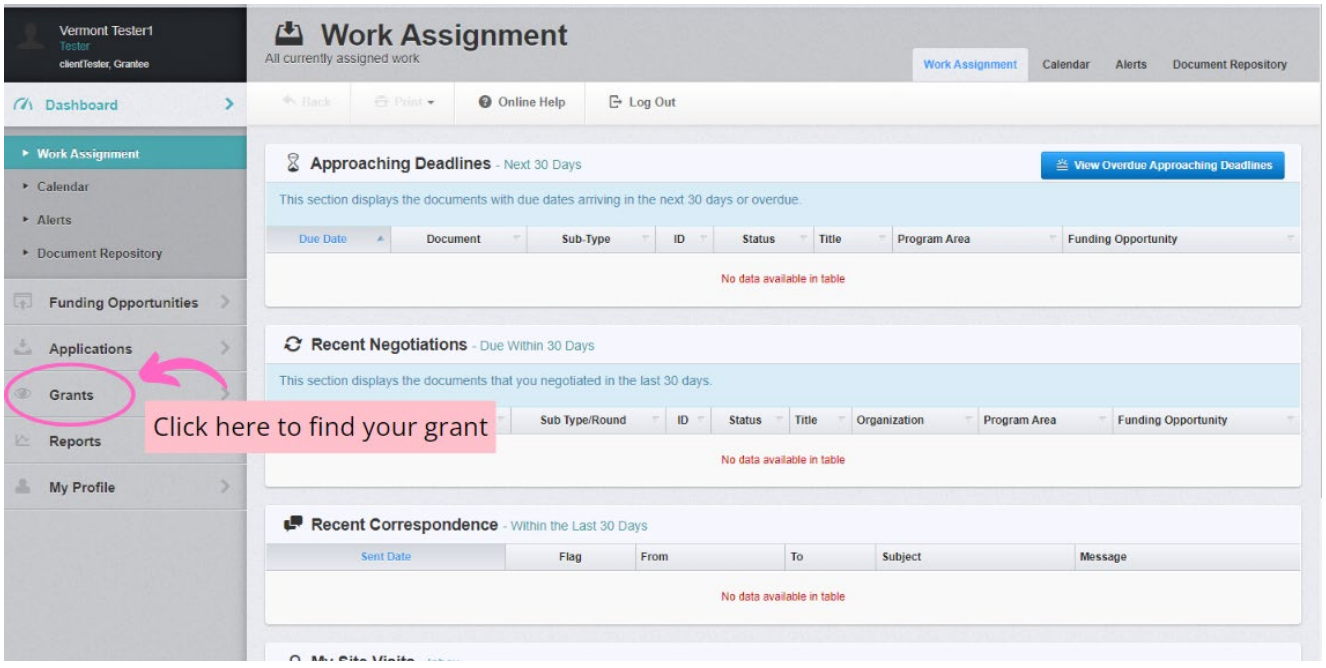
In the Documentation section, upload examples of completed Key Activities from your Project Workplan or other project deliverables. Documentation may be photos or PDFs. Refer to the "Deliverables" column of your Project Workplan for a list of required documentation.

Start a new status report

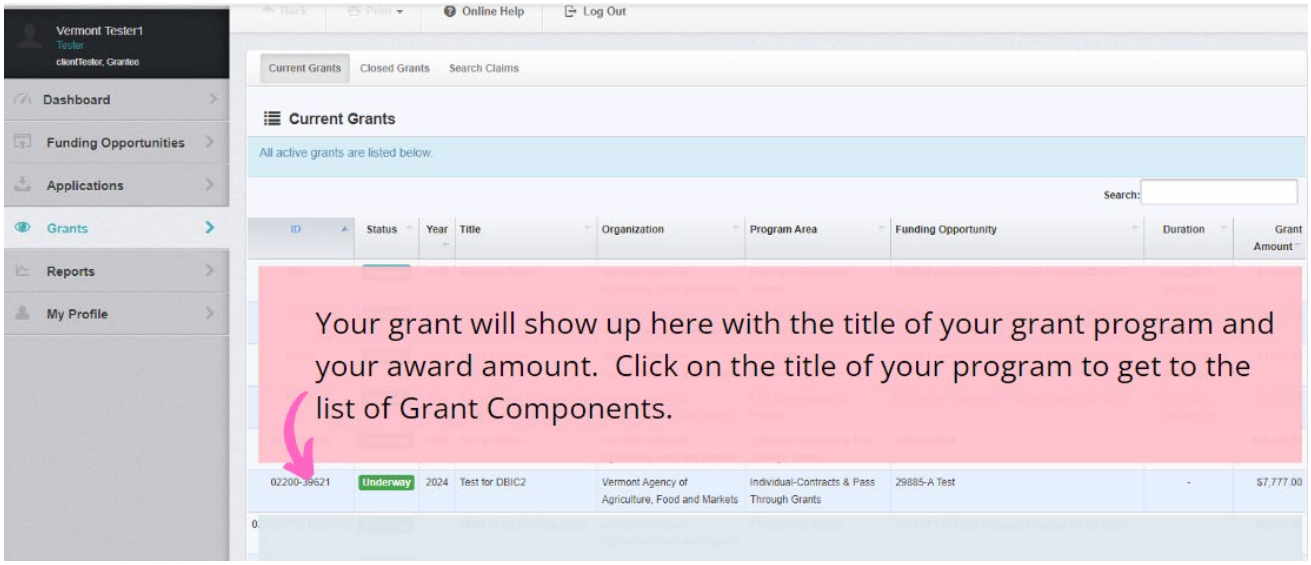
1. **Sign into WebGrants at agriculturegrants.vermont.gov/login.do:**



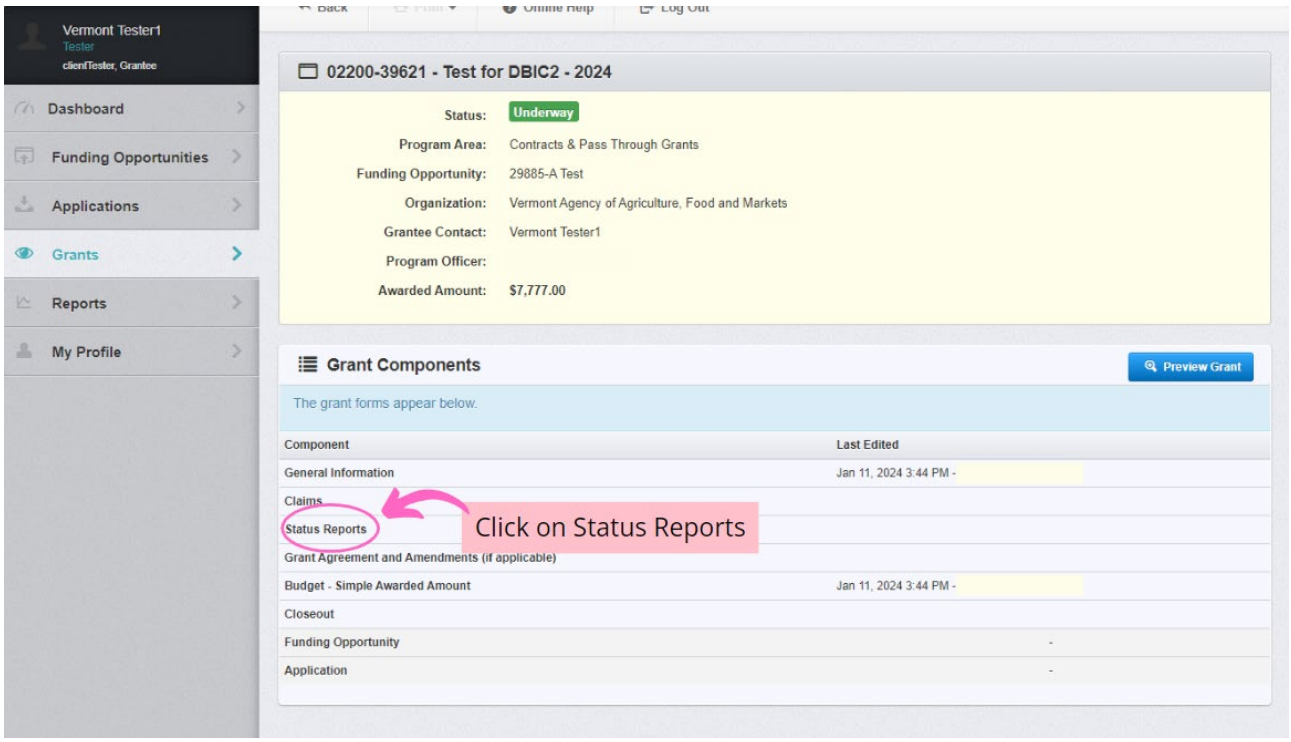
2. Navigate to your grant by clicking on Grants on the left side menu. This will show you the grant project(s) you have underway.



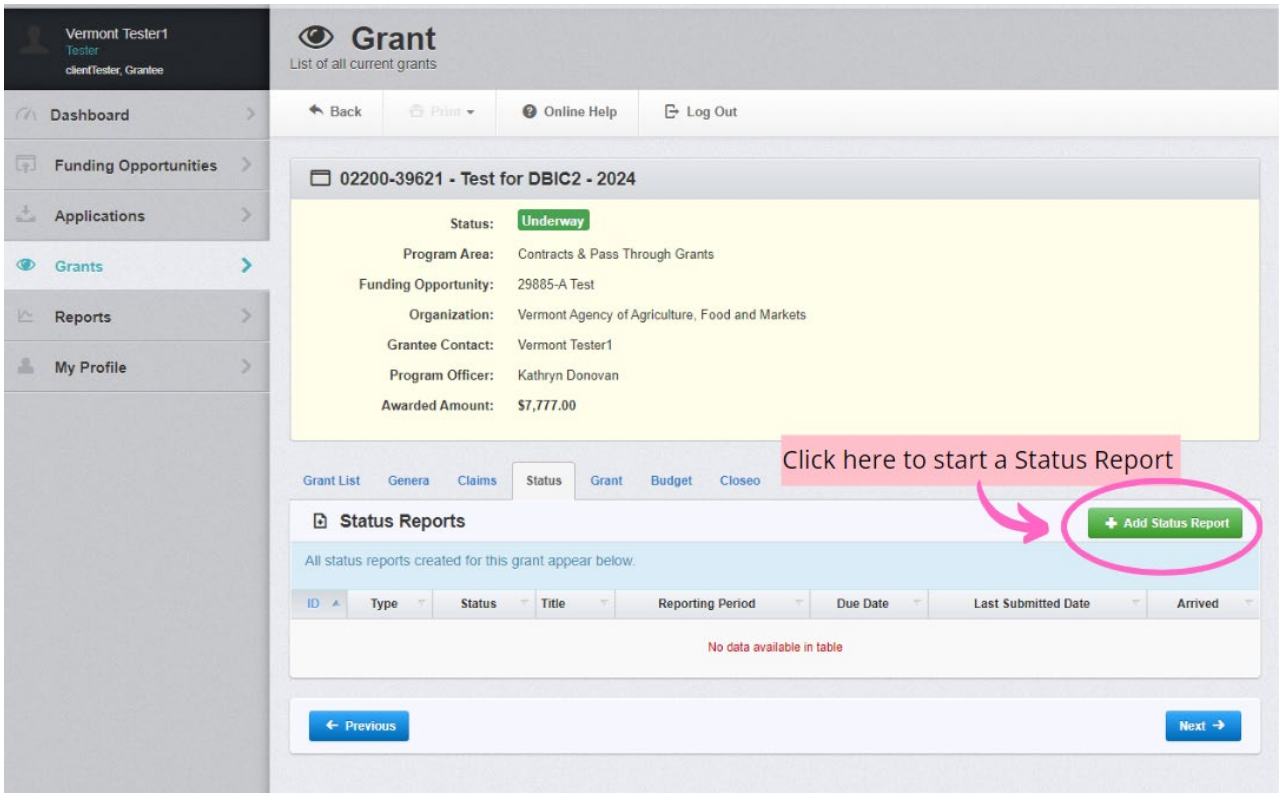
3. Click on your grant that is underway to get to the list of Grant Components.



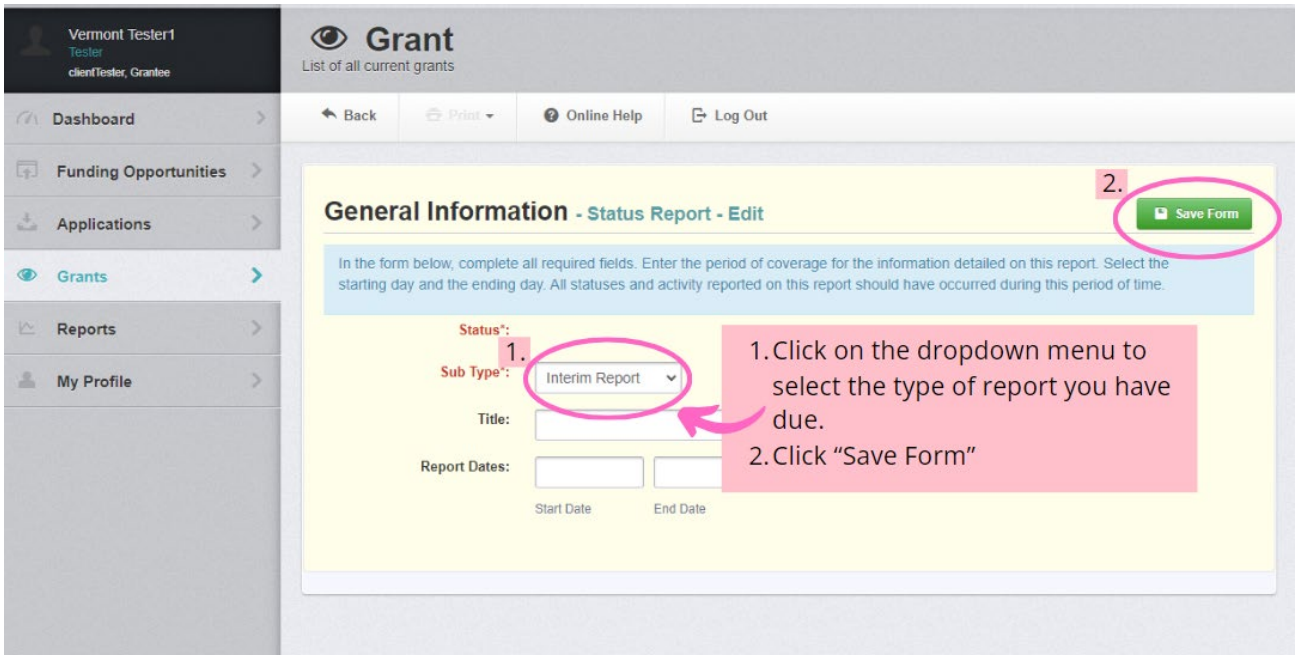
4. Under the list of Grant Components, click on Status Reports.



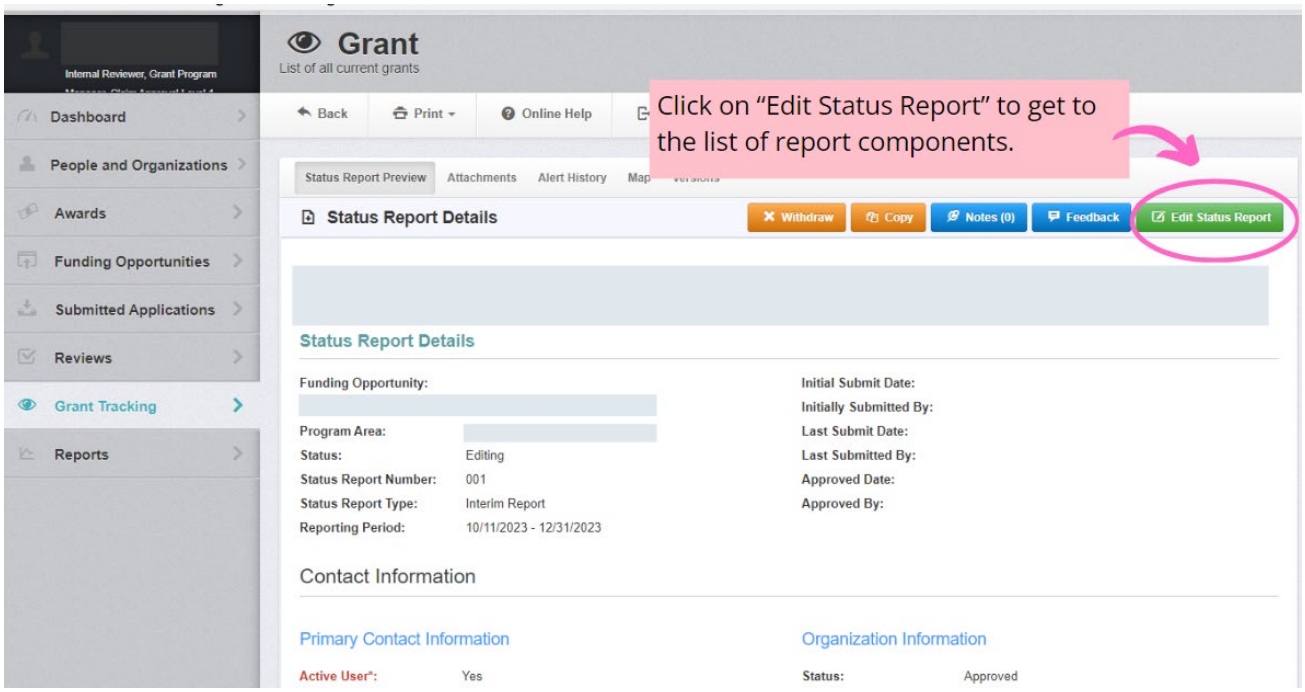
5. Click the green button that reads "+ Add Status Report"



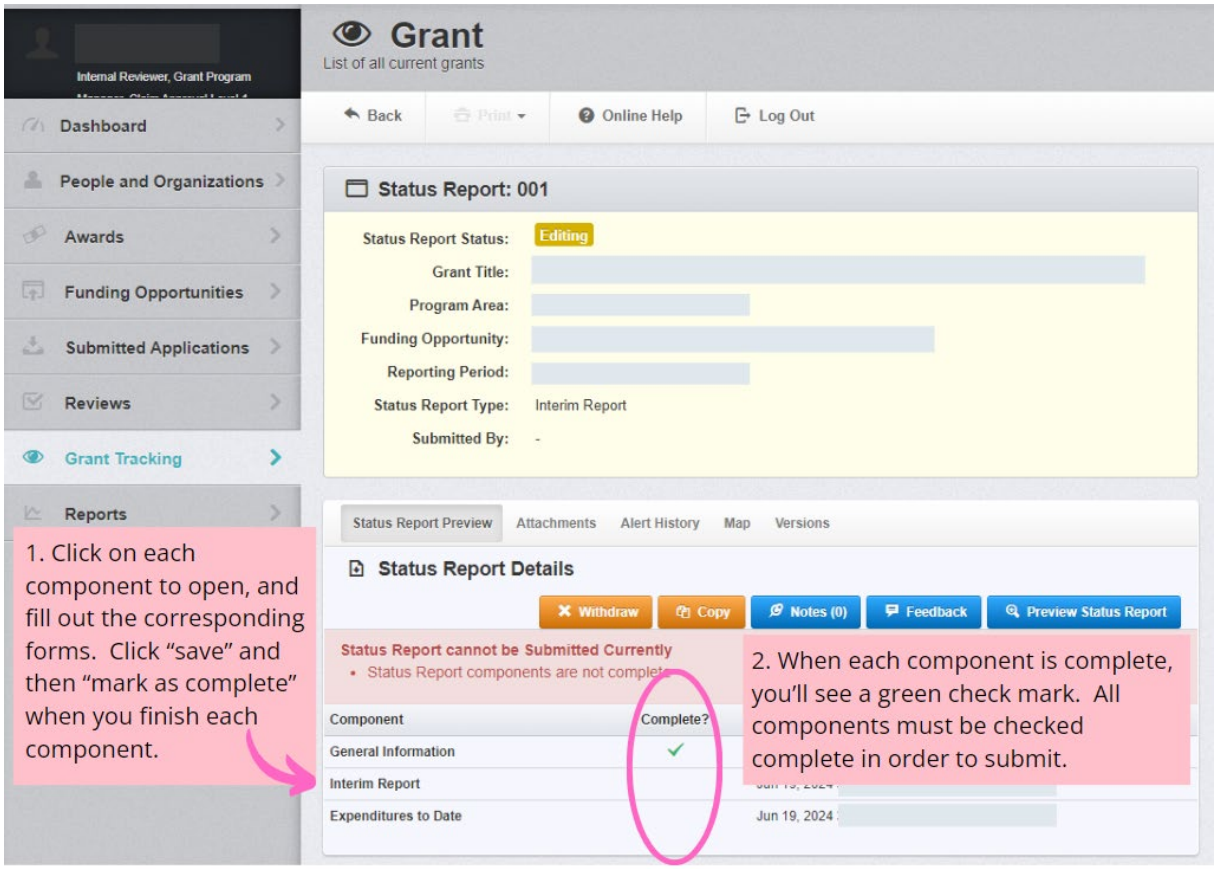
6. Next to Sub Type, click on the drop-down menu. Select the type of report you have due (check the Reporting section of Attachment A in your Grant Agreement to find the sub type you need to submit. In most cases, it will be an Interim or Final Report).



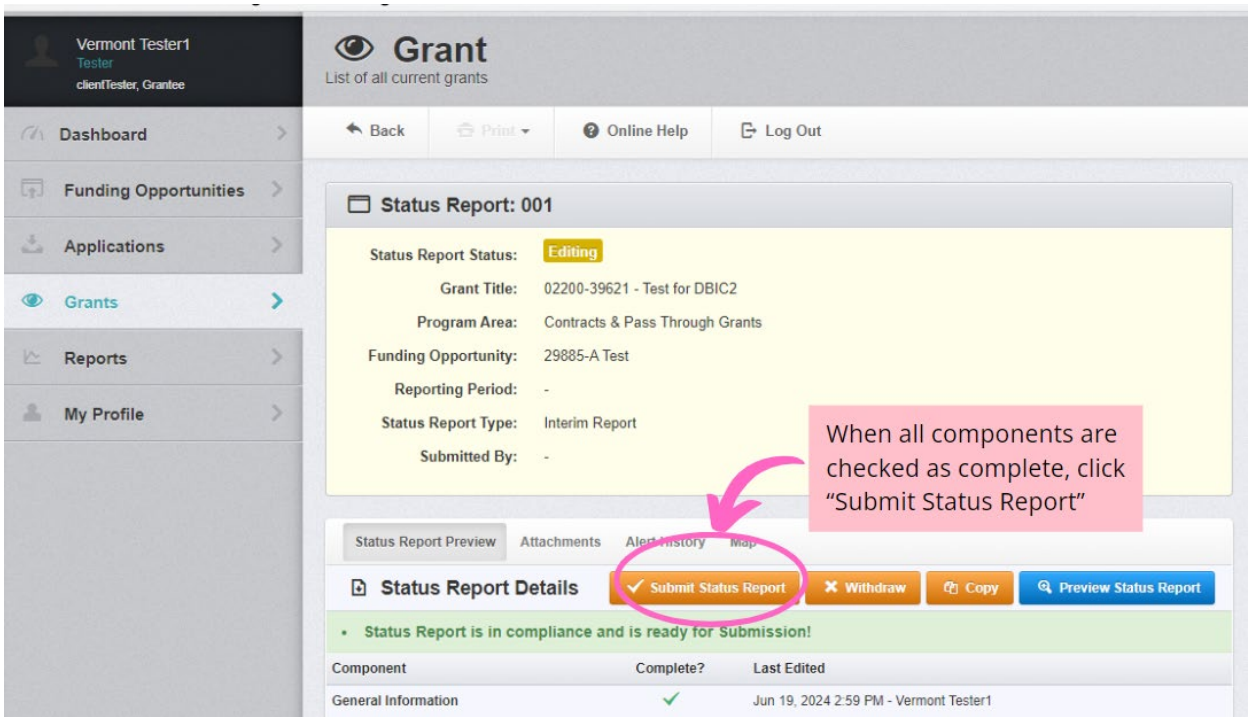
7. Click "Edit Status Report" to get to the list of report components, where you will begin to input reporting information



8. Click on each component to open, and fill out the corresponding forms. When you've completed each form, click "save" and then click "mark as complete."



9. When this list of components is all checked complete, you can Submit Status Report.



Along with a status report, Grantees can submit their next claim for grant funds. Refer to the Claims Guide for how to submit a claim.

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