

Grant Cycle 2018 (January 1 – December 31, 2018) Cultural Enrichment Grant and Local Arts Program Grant electronic Final Reports are due **3:00 p.m. on Friday, December 14, 2018**. Follow the below steps to complete your organization's report(s) in Bravo's grants portal.

1. Log into your Bravo grants management portal [here](#).
2. Under "Your Grants", click the "Edit" button to the right of the gold "Awarded" status for your GC18 application(s).
3. On the next page, under "Final Grant Report", click the "Start" button to the right of "GC18 CEG Report" or "GC18 LAPG Report".
4. The report is three pages long, with the first page asking only for you to verify contact information that might require updating since your GC18 application was submitted.
5. Once you are satisfied with your responses, hit the "Save & Exit" button at the bottom of the final page. You have submitted your final report!

Important Notes:

- Expending all grant funds by the end of the funding period and providing a final expenditure report to Bravo by the December 14, 2018 deadline, are terms agreed to in executed GC18 CEG and GC18 LAPG contracts. Not meeting the deadline may result in delays or ineligibility for future funding.
- Complete one report per Local Arts Program Grant received, if applicable.
- All narrative questions have a 250-word maximum.

With questions, contact Amy Saylor at 515-243-0388 or amy@bravogreaterdesmoines.org.