**GRIT GRANT FINAL REPORTS**

**Deadline:** The deadline for GRIT final reports is **September 30, 2023**, but we invite grant recipients to submit reports earlier if possible. You may submit a final report once all expenses listed in the grant budget have been incurred and your project is complete.

**Instructions:** When you are ready to submit a final report, please complete the following:

1. Open and review the “Budget Template” and “Subawardee Spreadsheet” files on the [Arts Council website](https://www.lansingarts.org). You will need to fill and submit these as part of your Slideroom report. Please note that the “Subawardee Spreadsheet” is required by the National Endowment for the Arts, and we encourage you to reach out by email or phone if you have questions.

   *If you need help locating or filling out these files, please contact program assistant Tabor Vits at tabor@lansingarts.org.*

2. Visit [lansingarts.slideroom.com](https://lansingarts.slideroom.com), log into your Slideroom account, and select “Directory” on the left side of the page. Then choose the report matching your application, either “2023 GRIT Grants for Individuals – FINAL REPORT” or “2023 GRIT Grants for Organizations – FINAL REPORT,” and click the blue “Begin Application” button.

   Read through all forms and questions to get an idea of what information is needed to complete the final report. At this point, you may need to pause, locate and organize data required by the report, and resume your work at a later time. Slideroom auto-saves progress, but we recommend clicking the blue “Save Changes” button and waiting until “Changes Saved” is shown on screen before exiting your Internet browser.

3. While filling out the “Subawardee Spreadsheet”, *Individual artists*:
   a. Please leave the “Total Organizational Budget from most recent FY (in $)” entry blank.

   **Organizations**:
   b. Under “Subawardee Street Address 1,” please provide an address that is not a P.O. Box, if possible.
   c. Please leave the “Adults Engaged ‘In-Person’, Children/Youth Engaged ‘In-Person’ and Individuals Engaged Virtual” entries blank.

4. When ready to submit your Slideroom report, we recommend that you review responses and uploaded files to ensure they are complete. (Once the report is submitted no changes can be made.) To finish, click the blue “Submit Application” button.

**Contacts**

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