



## Dane Arts Grants – Updating your Budget in WebGrants

Before your Dane Arts Grant Award is processed, you must update your **budget** in WebGrants so the requested amount reflects the actual dollar amount awarded. **You can increase your income or decrease expenses so that the resulting requested amount totals the amount awarded.** Follow the instructions below to update your budget in WebGrants.

Reach out to Augusta Brulla with any questions: [brulla.augusta@danecounty.gov](mailto:brulla.augusta@danecounty.gov) | 608-283-1475

1. You will receive an email from [culturalaffairsgrants@mail.webgrantscloud.com](mailto:culturalaffairsgrants@mail.webgrantscloud.com) notifying you that the status of your application has changed from “Under Review” to “Correcting.” The budget section of your application is now open for editing.
2. Log in to WebGrants: <http://www.culturalaffairsgrants.com/index.do>

3. Find your recent application by selecting the **Applications** tab from the menu.

The screenshot shows the DANE ARTS Work Assignment dashboard. At the top, the header includes 'DANE COUNTY CULTURAL AFFAIRS COMMISSION' and the 'DANE ARTS' logo. The user profile for 'Augusta Tester' is visible. The main title is 'Work Assignment' with the subtitle 'All currently assigned work'. A navigation bar contains 'Dashboard', 'Back', 'Print', 'Online Help', and 'Log Out'. The left sidebar menu includes 'Work Assignment', 'Calendar', 'Alerts', 'Document Repository', 'Funding Opportunities', 'Applications' (circled in red), 'Grants', 'Reports', and 'My Profile'. The main content area features three sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', and 'Recent Correspondence - Within the Last 30 Days'. Each section has a descriptive text and a table with columns for dates, document types, and IDs.

Due Date	Document	Sub-Type	ID
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Due Date	Document Type	Sub Type/Round	ID
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Sent Date	Flag	From
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4. Select your application. The status should be "Correcting."

**Submitted Applications**  
List of all current submitted applications

Current Applications | Archived Applications

**Current Applications**

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
25034	Correcting	Final Application	2023-12-14 Test App Project Grant - Copy	Test	PG-Project	25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) (Closed)	Feb 5, 2024 9:00 AM
25036	Submitted	Final Application	Augusta Test Capital Application 2	Test	CG-Capital	25028-Capital 2024-01 (Closed)	Feb 2, 2024 5:00 PM
25031	Submitted	Final Application	Augusta Test Short Order 1	Test	PG-Project	25029-Short Order Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History) - Copy (Closed)	Feb 1, 2024 5:00 PM

Showing 1 to 3 of 3 entries

ID	Status	Stage
25034	Correcting	Final Application

5. Select **Edit Application**.

The screenshot shows the 'Submitted Applications' interface. At the top, there's a header with a download icon and the text 'Submitted Applications' and 'List of all current submitted applications'. Below this is a navigation bar with 'Back', 'Print', 'Online Help', and 'Log Out'. A secondary navigation bar contains 'Application Preview', 'Attachments', 'Alert History', and 'Map'. The main content area is titled 'Application Details' and features a blue 'Ask a Question' button and a green 'Edit Application' button, the latter of which is circled in red. The application title is '25034 - 2023-12-14 Test App Project Grant - Copy'. Below the title, there are two columns of metadata: 'Funding Opportunity' (25000-Project 2024-01) and 'Initial Submit Date' (Dec 14, 2023 4:44 PM), and 'Funding Opportunity Due Date' (Feb 5, 2024 9:00 AM) and 'Initially Submitted By' (Augusta Tester). Other fields include 'Program Area' (Project), 'Status' (Correcting), 'Negotiation Due Date' (05/31/2024), and 'Stage' (Final Application).

6. Scroll down to **Application Details**. Click on the Budget component.

This screenshot shows the 'Application Details' page with a light blue background. It contains several paragraphs of instructional text: 'As you begin your application, remember to save your work often; the software does not auto-save. Once saved, you may exit WebGrants and complete/submit your application at a later date. Be sure to use the Back button within WebGrants. DO NOT use the back button on your browser (this may generate an error).', 'To successfully submit your application, you must click the "Submit Application" button.', and 'If your application has been successfully submitted, you will receive an email confirmation from culturalaffairsgrants@mail.webgrantscloud.com. If you do not receive this confirmation, the application has...'. A contact line follows: 'For technical assistance and other questions contact: Augusta Brulla, Cultural Affairs Specialist brulla.augusta@countyofdane.com | 608-283-1475'. Below this is a red error banner: 'Application cannot be Submitted Currently' with a bullet point: 'Application components are not complete'. At the bottom, there is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Budget' component is circled in red.

Component	Complete?	Last Edited
Budget		Jan 18, 2024 12:48 PM - Augusta Tester

7. Scroll to view the budget. Click **Edit Grid** to *decrease Project Expenses (Cash)* or *increase Project Income (Cash)*.

App List   Genera   **Budget**

**Budget** - Current Version

Total Cash Expenses - Total Cash Income = **Total Request Amount**  
 Total Cash Expenses + Total In-Kind = Total Budget  
 Grant request cannot exceed 50% of Total Budget

**Expense Total, Income Total, In-Kind Total and Grant Request Amount will be inserted automatically when saved**

Commission grants only may account for up to 50% of a total project budget.

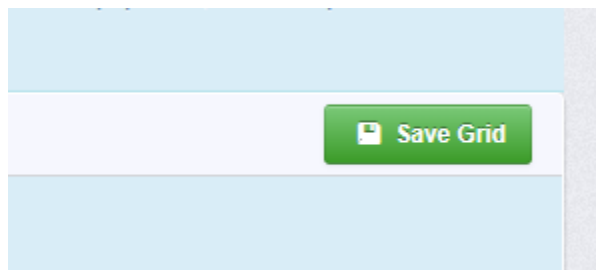
- The amount requested must be matched on a dollar-for-dollar basis. Matching funds may include earned income, cash contributions, and in-kind contributions, e.g., donated space, materials and supplies, loaned equipment, donated professional services calculated on a local wage scale (non-professional volunteer time is not an acceptable in-kind service to be included in a budget).

**Project Expenses (Cash)** - Grid [✓ Mark as Complete](#) [✎ Edit Grid](#)

*Applicant must indicate if expenses will/will not be covered by DCCAC grant.*  
**PLEASE NOTE:** You **must** include the total cost for all expenses related to your project, not just the expenses to be covered by a DCCAC grant.

Category	Explanatory Notes (25 char. limit)	Expense Covered by Grant	Cash Amount
Project-Specific Administrative Compensation	Administrative Staff	No	\$5,500.00
Artistic Honoraria 1	Artist Community Consultant	Yes	\$1,000.00
Artistic Honoraria 2	Artist Community Consultant	Yes	\$500.00
Artistic Honoraria 3			\$0.00
Artistic Honoraria 4			\$0.00
Artistic Honoraria 5			\$0.00
Artistic Honoraria 6			\$0.00
Supplies/Materials 1	Website	No	\$325.00

8. Make sure to click **Save Grid** after any edits!



9. After you **Save Grid**, scroll to the bottom of the screen to view your **Budget Summary**. The Total Request Amount is auto-calculated by WebGrants. Total Cash Expenses - Total Cash Income = **Total Request Amount**. Please ensure your total request amount equals the exact amount of your final grant award.

**Budget Summary** - Grid ✓ Mark as Complete  Edit Grid

Total Cash Expenses - Total Cash Income = **Total Request Amount**  
 Total Cash Expenses + Total In-Kind = Total Budget  
 Grant request cannot exceed 50% of Total Budget

Expense Total, Income Total, In-Kind Total and Grant Request Amount will be inserted automatically when saved

Category	Total Cash Expenses	Total Cash Income	Total In-Kind (Non-Cash)	Total Request Amount	Total Request Percentage	Total Budget
Grant Request Amount	\$10,200.00	\$8,425.00	\$1,000.00	\$1,775.00	15.85	\$11,200.00

Last Edited By: Augusta Tester - Apr 25, 2024 1:11 PM  Edit Grid

10. When you have finished updating your budget, click **Mark as Complete**.

**Budget Summary** - Grid ✓ Mark as Complete  Edit Grid

Total Cash Expenses - Total Cash Income = **Total Request Amount**  
 Total Cash Expenses + Total In-Kind = Total Budget  
 Grant request cannot exceed 50% of Total Budget

Expense Total, Income Total, In-Kind Total and Grant Request Amount will be inserted automatically when saved

Category	Total Cash Expenses	Total Cash Income	Total In-Kind (Non-Cash)	Total Request Amount	Total Request Percentage	Total Budget
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Last Edited By: Augusta Tester - Apr 25, 2024 1:11 PM  Edit Grid

11. Don't forget to **Submit Application** (instructions on next page).

**25034 - 2023-12-14 Test App Project Grant - Copy**

Status: **Correcting**

Stage: Final Application

Application Due Date: Feb 5, 2024 9:00 AM

Program Area: Project

Funding Opportunity: 25000-Project 2024-01 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History)

Organization: Test

Requested Total: \$1,775.00

Application Preview | Attachments | Alert History | Map

**Application Details** Preview Application **Submit Application** Ask a Question

As you begin your application, remember to save your work often; the software does not auto-save. Once saved, you may exit WebGrants and complete/submit your application at a later date. Be sure to use the Back button within WebGrants. DO NOT use the back button on your browser (this may generate an error).

To successfully submit your application, you must click the "Submit Application" button.

If your application has been successfully submitted, you will receive an email confirmation from culturalaffairsgrants@mail.webgrantscloud.com. If you do not receive this confirmation, the application has not been submitted.

For technical assistance and other questions contact: Augusta Brulla, Cultural Affairs Specialist brulla.augusta@countyofdane.com | 608-283-1475

- Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
Budget	✓	Apr 25, 2024 1:11 PM - Augusta Tester

## 12. Your application status will change from "Correcting" to "Submitted."

Current Applications | Archived Applications

**Current Applications**

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Search:

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