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. <mark>**You can increase your income or decrease expenses so that the resulting requested amount totals the amount awarded.**</mark> Follow the instructions below to update your budget in WebGrants.

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

1. You will receive an email from 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.

DANE COUNTY CULTURAL AFFAIRS COMMISSION

DANE ARTS

Augusta Tester
External User
Grantee

↗ Dashboard

← Back   🖶 Print ▾   ❓ Online Help   ⤷ Log Out

📥 **Work Assignment**
All currently assigned work

▶ Work Assignment
▶ Calendar
▶ Alerts
▶ Document Repository

⌛ **Approaching Deadlines** - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date ▲	Document ▼	Sub-Type ▼	ID ▼

📤 Funding Opportunities ›

📥 Applications ›

👁 Grants ›

📈 Reports ›

👤 My Profile ›

🔄 **Recent Negotiations** - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date ▲	Document Type ▼	Sub Type/Round ▼	ID ▼

💬 **Recent Correspondence** - Within the Last 30 Days

Sent Date	Flag	From

4. Select your application. The status should be "Correcting."

5. Select **Edit Application**.

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

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

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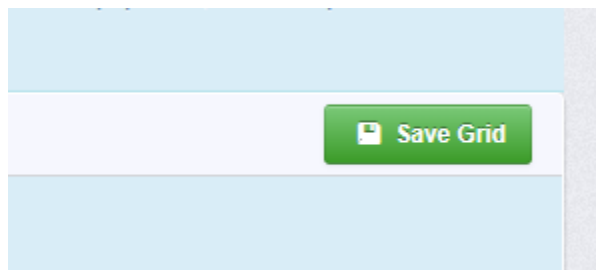
9. After you **Save Grid**, scroll to the bottom of the screen to view your **Budget Summary**. The Total Request Amount is auto-calculated by WebGrants. Total Cash Expenses - Total Cash Income = **Total Request Amount.** Please ensure your total request amount equals the exact amount of your final grant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

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

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

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.

Search: [   ]

ID	Status	Stage	Title	Organization	Program Area ▲	Funding Opportunity	Due Date
25036	Submitted	Final Application	Augusta Test Capital Application 2	Test	CG-Capital	25028-Capital 2024-01 (Closed)	Feb 2, 2024 5:00 PM
25034	Submitted	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