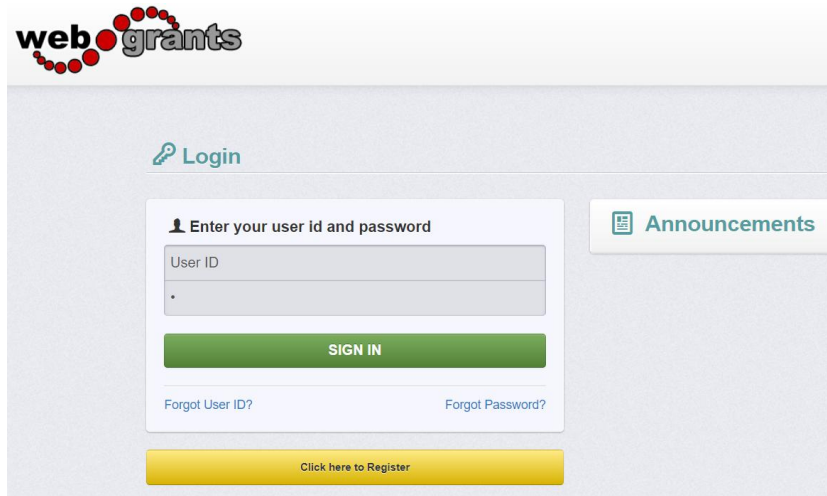# Grantee Instructions - Submitting a Status Report County/Reservation Program Grants

Status Reports are due <mark>November 30th</mark> annually. Reports submitted after that date will have a "Late" status.

1. Login to WebGrants at **https://mtagr.webgrantscloud.com/index.do**

Note: Use the WebGrants Menu, not the Browser Menu to navigate the system. WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

*Not compatible with Safari on mobile devices. Read the Instructions on the screen for navigating in the system.

2. From the Side Menu, click on **Grants**.
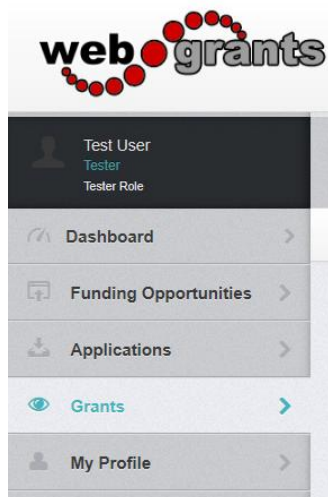
3. Select the Grant you would like to access in the Active Grant listing. **Click** anywhere on the grant to open.

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4. Once you have selected the Grant, you will be directed to the Grant Components.

5. Select **Status Reports** from the list of Grant Components.

6. **Click** anywhere on the status report shown with a Status of Editing. The final status report has been added already.

*If there is not an existing report follow the steps below.

- Click **Add Status Report**. New reports automatically open the General Information form and are ready to edit.
- Review the **Sub Type**. Select **Final Report** if not selected already.

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- Enter **Report Dates** (Start Date and End Date). Start date should always be 04/01/20XX and the end date should be 11/30/20XX of the current reporting year. Example: Start Date: 04/01/2025 End Date: 11/30/2025
- When complete, click **Save Form**.

- You will return to **Components** where reports forms are located; **jump to Step 8** to continue.

7. The report will open in a preview of the report. To edit, click **Edit Status Report** to get to Status Report component list.

8. Click on **Budget-County/Reservation** listed under **Components**.

9. Enter the requested data and click on **Save Form**.
    - To edit items listed on a table, click the **text of item** to open and edit status.
10. Review form and if correct, click on **Mark as Complete**.

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11. If the status report is ready for submission (all forms have a green check), click on **Submit Status Report**.