



## Frequently Asked Questions

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## General Questions

### What is DOS Grants?

DOS Grants is the Florida Department of State's online application and management system for grants offered by the Department's Divisions of Cultural Affairs, Elections, Historical Resources, and Library and Information Services.

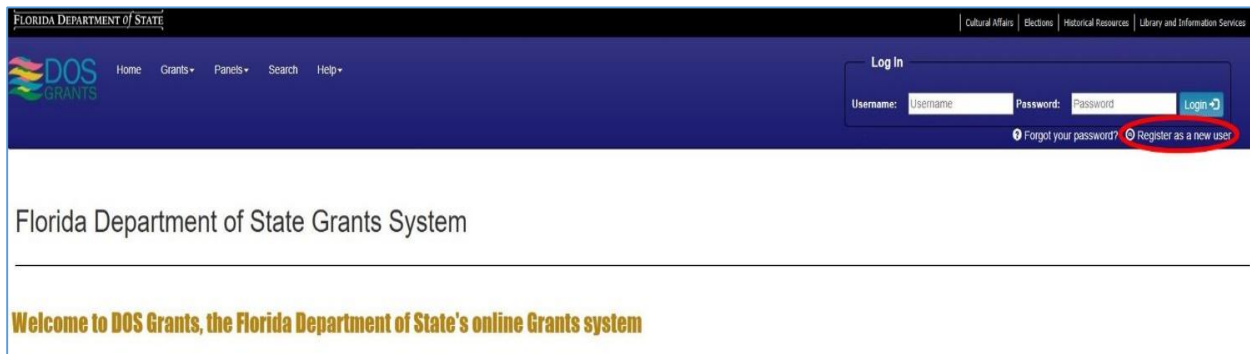
### How do I navigate the site?

By dragging your mouse over the menu items at the top of the website, you will find links to all the pages you can access. Under Account you can edit your user profile and change your password. The Organization pages will allow you to see and access any organizations with which you are associated, and you can also search, join and create organizations. The Grants pages will let you access the full list of available applications as well as any applications and grants your organization already has. Panels lets you view past and upcoming application review panels and to access any panel where you are a panelist or in which your application will be reviewed. For more details, check this instructional [video](#).

## Accounts and Profiles

### How do I create an account?

On the DOS Grants main page, click on the "Register" link in the top right corner. View this [video](#) for more information.



Afterward, you must enter your name and email address. You will then receive an email asking you to confirm your account. If you do not see the email, check your spam or clutter folder for it. You can use the "Re-Send Confirmation Email" button to send it again if needed. When you open the email, click on the "Activate Account" link in the body of the message to activate your account and set your password.

### Why does it say I already have an account?

If your email address was associated with a recent grant or application or if you had an account in one of the Department's previous grant application systems, an account may have been created for you and pre-associated to [your organization](#).

Instead of creating a new account, you just need to set your password. Click "Forgot your password?" in the top right corner of the screen and enter your email address. You will receive a link in your email that will allow you to set your password and login to DOS Grants. Remember to check your spam or clutter folder for the email, and be sure to click on the link in the most recent email you received.



### How long can I stay logged in?

You will be logged out if you are idle for more than twenty minutes. As long as you are actively using DOS Grants, you will stay logged into the system. However, we still recommend that when filling out a grant application you save often in case you experience technical difficulties.

### How do I change my password?

If you are logged in, go to the Account menu at the top of the screen and select “Change my Password.”

If you are not logged in, click the “Forgot your password?” link in the top right corner of the screen. Then follow the on-screen instructions to reset your password.

### How do I update my contact information?

When logged in, go to the Account menu at the top of the screen and select “My Profile.” There you can update your contact and location information.

## Organizations

### What is an organization?

Organizations in DOS Grants include not-for-profit corporations, counties, cities, units of local government, state agencies, universities, and other institutions that are eligible for Department of State grants per the individual grant programs’ guidelines. All organizations in DOS Grants must have a Federal Employer Identification Number (FEIN). Only eligible organizations can apply for grants from the Florida Department of State. For-profit businesses and individuals are not eligible (with an exception for individual artists who can apply for Specific Cultural Project grants; please refer to the program guidelines for more information).

### How do I join an organization?

Under the “Organization” tab, select “Request to Join Organization.” Then search for your organization. You can also try searching by the Federal Employer Identification Number if you are unable to find your organization. When you find your organization click the “Select” button next to it on the right. You will then click the button that says “Request Account Association with this organization.” It will ask you to confirm your choice to request an association, at which point an email will be sent to the organization manager. The organization manager or a Department of State staff member will have to log in to DOS Grants and accept your association request and set your permission level. Visit this [video](#) for more information.

### My organization is not listed in the system. How do I create a new organization profile?

Under the “Organization” tab, select “Create an Organization.” You will be asked to search for the organization first to confirm that it does not already exist. Type in your organization’s FEIN, and if there are no results click the “Create New Organization” button.

You will need to provide your organization’s FEIN, the legal name, your organization type, and a purpose that best describes the organization. Organization type and purpose will help determine which grant programs you may be most interested in and for which you are eligible. When your organization is created, you may need to log out and log back in to edit your organization right away and provide



additional information including contact information and other fields. Upon creating, you will have the role of Organization Manager (see [What are organization roles?](#)).

**Note:** Users cannot create a new organization for a library or a county Supervisor of Elections. You must contact Department of State staff to create these organizations.

**Note:** Users must complete the entire organization profile because all grant applications pull information such as county and contact person from your organization profile.

**Note:** Please notify the appropriate grant staff member regarding your organization if you experience technical issues.

### [I already have a grant. Do I still have to create my organization?](#)

If your organization has an active Department of State grant, your organization has been created for you. Many recent grantees and applicants will already be in the system as well. You should search for your organization first and see if you can [request to be associated](#) with it.

**Note:** If your organization already exists, then please review and update your organization profile per the steps detailed [above](#).

### [A related organization is already using my FEIN. What should I do?](#)

Large institutions like cities, counties, and universities may have multiple organizations who get different grants but all share an FEIN. In DOS Grants, these are considered related organizations. A parent organization is the higher level organization that has and maintains the FEIN. Child or member organizations of that parent will use the parent organization's FEIN. Each member organization can have its own addresses and staff members.

To create a related organization, enter your FEIN on the "Create an Organization" search screen. Click the "Select" button next to the organization that shares your FEIN and with which you are related. You can then click either "Create New Child Organization" or "Create New Parent Organization" to continue. If there needs to be a new parent organization created for your city, county, or university but you are not a staff member of the parent-level organization, please contact Department of State staff and they will create the parent organization for you. For more details, access this [video](#).

### [How do I edit my organization?](#)

Under the "Organization" tab, select "View my Organizations." Then you can click on the organization's name to access the profile and the "Edit Organization" link is in the top right.

### [What are organization roles?](#)

Users associated with organizations in DOS Grants can have one of the following roles, which determines their permissions in regards to editing that organization's profile and applying for grants.



Organization roles are:

- **Viewer** – An organization viewer can see all of their organization’s grants and documents, but they cannot edit or submit anything. Viewer is the default role when anyone is first associated to an organization.
- **Profile Editor** – An organization profile editor can edit the organization’s profile and add to the staff listing. A profile editor cannot edit grant applications or reports.
- **Editor** – An organization editor can edit an organization’s profile as well as their grant applications and reports. An organization editor cannot create grant applications, submit grant applications or grant reports.
- **Submitter** – An organization submitter can edit and submit grant applications and reports. They can also update the organization’s profile.
- **Organization Manager** – An organization manager can edit and submit grant applications and grant reports, update the organization’s profile, and add additional users to the organization and set their roles.

**Note:** If unable to complete your application, please confirm your role within your organization.

### [I am the manager of my organization. How do I add my coworkers?](#)

There are two ways to add users to your organization.

1. A user can [create a DOS Grants account](#) and [request to join the organization](#). When they make the request, you will receive a notification that someone wants to join your organization. You will accept them by going to your organization profile, clicking “Manage Staff” and then “View Staff Requests” on the top right.
2. From the organization profile, you can click “Manage Staff” and the button that says “Add new staff member.” Type in your coworker’s information and make sure you have selected “Yes” under the question “Link to DOS Grants account?” If there is already a DOS Grants account associated with the email address you entered, that account will now be associated with your organization. If they do not already have an account, you can send them an invitation to create a DOS Grants account. Confirm the email address is correct and click the button to invite them to join the grants system. Your coworker will receive an email with a link to create an account. When their account is created, they will be associated with your organization. Please view this instructional [video](#) for more information.

After adding someone to your organization, they will automatically be an organization viewer. To set their [organization role](#), click on “Manage Staff” from your organization profile. Then select “Edit” next to the user’s name and there is a dropdown menu for Organization Role. After selecting the role that you want, click “Save Changes.”

**Note:** Organizations may have multiple organization managers, but has to have at least one.



## Applying for a Grant

### Who can apply for a grant?

The eligibility criteria vary for each grant program. See each grant program's guidelines for specific eligibility information. Also, for a tutorial of "How to apply", please view this [video](#).

### How do I apply for a grant?

Applying for a grant is a multi-step process. You must:

1. Log in or [create a DOS Grants account](#)
2. [Create your organization](#) or [request to be associated with your organization](#) (Note: Individuals can apply for Specific Cultural Project grants in the Individual Artist Project and Arts in Education: Artists Performances on Tour categories)
3. Read through grant guidelines to confirm that your organization is eligible
4. Under the Grants menu choose "Apply for Grant"
5. Click "Apply Now" next to the grant you wish to apply for
6. Complete and submit the application before the deadline

### How much money can be requested for a grant? What are the matching requirements?

The request amounts and matching requirements vary for each grant program. See each grant program's guidelines for more information. Almost all grants require a match.

### I have an account, but I cannot start an application. What is wrong?

There could be various issues.

First, make sure that the Application Period is open for the grants you are interested in. On the Apply for Grant page, look in the Application Period column to determine when applications will be made available and when their deadlines are.

Second, double check that you are associated with an organization that is eligible to apply for grants. Under the Organization" tab, select "View my Organizations." You will see all the organizations you are associated with and your role within each organization.

Third, make sure that you have a role in your organization that allows you to apply for grants. Check the Role in Organization column on the My Organizations screen. If it says Viewer, you will be unable to start a grant application. You must have a role of Editor, Submitter, or Organization Manager to start a grant application. For more information see [Organization Roles](#).

### How do I go back to an application that was already started?

If you or someone else in your organization has already started a grant application, you can find it on the My Organization Applications page under the "Organization Grants" tab. From that page you can click "Edit" next to the application if it has not been submitted and the application period is still open. If the application has been submitted, you can click "View" to look at the completed application.

In progress and submitted applications will appear on your dashboard in the My Current Applications box.



### What are the asterisks next to some questions?

An asterisk (\*) next to a question or group of questions is used to mark them as required for submission.

### How do I save while working on my application?

There are multiple ways to save your application. You can click the “Save” button at the top or bottom of the page at any time to save and check for any errors. If you click “Next” or “Previous” to move to a different page of the application, it will also save.

### I completed the application but it will not let me submit. What is wrong?

On the Review and Submit page of the application, you will see a list of any and all validation errors that have to be resolved before you submit. If you click on the error, it will take you to the page that needs to be corrected. If there are no validation errors and you still cannot submit, make sure that your [organization role](#) is either Submitter or Organization Manager. If your role is Editor, you can make changes to the application but someone else must submit it.

### I submitted my application. When do I get the funds?

The funding process may vary for each grant program. Upon submission of your application, it will be reviewed by staff for completeness and eligibility. Depending on the program, it may then be reviewed by a panel that will make funding recommendations. For more information, check the grant program guidelines and be sure to check the My Organization Applications page on DOS Grants regularly to see your application’s status.



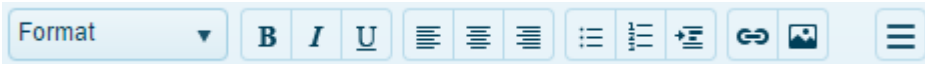


## Tips for Completing and Submitting an Application


- Read the grant program’s guidelines before getting started
- Coordinate with any other staff at your organization to determine who will be working on the application and make sure they have the appropriate [organization role](#).
- Make sure your organization’s profile is complete, accurate and up to date before starting the application. Any staff members that will be named in the application as a contact or authorized official should be added as organization contacts in your organization profile before you click “Apply Now.”
- Save often. There is a “Save” button on the top and bottom of each page.



- When you save a page, the system will give you validation messages next to any questions that have errors or any that are required but incomplete.
- You can move to different pages of the application using the navigation pane on the left of the screen. When a section has been saved and it passes all validation requirements, a checkmark will appear next to it in the navigation pane.
- Text boxes for narrative answers can be made smaller or larger by clicking and dragging the bottom right corner of the box.
- Use text formatting like bullets, numbering, bold, italics, and underlining wisely. When used correctly, formatted text can make your response easier to understand, but if you overuse them it can be difficult to read.



- Some browsers will automatically add up and down arrows to number fields, but it may be easier to click inside the field and type the number.
- When typing an answer into a table, you have to click “Save” or “Update” next to that row before you can add a new one. Saving in the table will also put the rows in the order you created them and will update the totals at the bottom.



| # | Description   | Grant Funds | Cash Match | In-Kind Match | Total      |  |
|---|---------------|-------------|------------|---------------|------------|--|
| 0 | Budget item 2 | 1,000       |            |               |            | <input checked="" type="checkbox"/> Save <input type="checkbox"/> Cancel |
| 1 | Budget Item 1 | \$500.00    | \$500.00   | \$0.00        | \$1,000.00 | <input type="checkbox"/> Edit <input type="checkbox"/> Delete            |
|   |               | \$500.00    | \$500.00   | \$0.00        | \$1,000.00 |  |

1 items per page 1 - 2 of 2 items



- After saving a row, you can click “Add new record” to add an additional row to the table.

| # | Description   | Grant Funds | Cash Match | In-Kind Match | Total      |   |
|---|---------------|-------------|------------|---------------|------------|---|
| 1 | Budget Item 1 | \$500.00    | \$500.00   | \$0.00        | \$1,000.00 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2 | Budget item 2 | \$1,000.00  | \$0.00     | \$0.00        | \$1,000.00 | <a href="#">Edit</a> <a href="#">Delete</a> |
|   |               | \$1,500.00  | \$500.00   | \$0.00        | \$2,000.00 |   |

Navigation: 1 items per page, 1 - 2 of 2 items

- If you are filling out multiple tables on a single page (like when entering your budget), you have to save rows within each table but you should also save the whole page regularly. On some applications, saving the page will add up each individual budget table to give you a total of all budget categories.
- You can get a print preview of your entire application at any time. Just click “Print Preview” at the top of the screen to open it in a new tab or window.

[Print Preview](#) || [Exit](#)

- You should scan or save any required documents before trying to complete any page with required attachments or support materials. After a file is uploaded, you can click “View file” under Actions to make sure it was uploaded correctly. If you need to delete a file, check the box under Delete and click the “Delete file” button.
- On the Review & Submit page, you must check the box and enter your electronic signature. When you see a checkmark next to every page on the left of the application, you can submit.

## Managing Your Grant

Specific instructions will vary by grant program. Please contact your Program Manager if you have any questions and follow any instructions that have been provided by the division.

### My grant was funded. Where do I get my contract/grant agreement?

- To access your contract and any other documents related to a funded grant, click on “My Grants” in the Grants tab. Then select “Details” for your current grant.
- On the Grant Details page, you can find all the information and forms related to this grant. If your contract has been released to you and is ready to be executed, you will find a line that says



Contract Form. Click the button in the Action column to access the contract.

| Forms and Reports     |          |                |                  |               |           |  |
|-----------------------|----------|----------------|------------------|---------------|-----------|--|
| Description           | Due Date | Submitted Date | Last Modified By | Modified Date | Status    | Action                                       |
| Expenditure Log       |          |                |                  |               |           | <input type="button" value="Edit Log"/>      |
| Contract Form         |          | 7/5/2018       | Case, Eric       | 7/5/2018      | Available | <input type="button" value="Edit contract"/> |
| Contract Details Form |          | 7/5/2018       | Case, Eric       | 7/5/2018      | Approved  | <input type="button" value="View"/>          |

- You may need to update and submit a Contract Details Form before you can access your contract. If so, click “Edit” next to Contract Details Form. Provide an updated Scope of Work, Deliverables, and Budget and click “Submit.” Once your Contract Details Form is approved, your contract will be made available to you.
- From the Contract Review page, you will need to save a copy of your contract and print it out. After carefully reading through your contract and contacting your program manager with any questions, you will need to sign the contract.
- Scan the signed contract and save it as a PDF.
- Go back to the contract screen to upload your signed contract. Click the “Choose File” button where it says “Upload a Signed Contract” and select your scanned contract file.
- Add any other required contract documents such as the Substitute W-9, under “Add Supporting Documents” by clicking the “Select Files” button.
- After you have uploaded all of your files, click “Submit” on the page to send the signed contract to your program manager. Once the contract has been executed by the division, you will receive a notification and you will be able to access the fully executed contract from this contract page.

### How do I request a payment?

- Go to your Grant Details page.
- For programs that use Expenditure Logs, you should make sure your Log is up to date before requesting a payment. For more information, see the [Expenditure Log instructions](#).
- Click the “Request Payment” button.

| Payment Requests |           |           |      |                |                 |                           |                         |           |                |  |
|------------------|-----------|-----------|------|----------------|-----------------|---------------------------|-------------------------|-----------|----------------|--|
| Type of Payment  | Payment # | Invoice # | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Paid | Payment Amount | Actions  |
| Advanced Payment | 1         | ####      |      | Approved       | 8/14/2017       | 6/30/2017                 | 8/13/2017               | 9/1/2017  | \$12,500       | <input type="button" value="Request Payment"/> |

- Type in the invoice period. The invoice period should be within the grant period and cover the dates work on the project was completed. The invoice period end date can be the day the payment request was submitted but it cannot be a future date.
- Use the “ATTN” field to name the individual **in your organization** who should receive notification of payment disbursement.



- Select the deliverable that you have completed and for which you are requesting payment. Confirm that the correct deliverable is selected.

Payment request

Payment #: 1      Payment Type: Fixed Payment      Invoice period: 07/01/2017 to 09/30/2017

Payment amount: \$15,000      ATTN: John Smith

Deliverables

| Select All                          | Deliverable Number | Deliverable Description   | Deliverable Amount |
|-------------------------------------|--------------------|---|--------------------|
| <input checked="" type="checkbox"/> | 1                  | Payment 1 will be fixed price in the amount of 30 percent of the grant award. The Grantee will provide a list of all artifacts selected for the exhibit and archival equipment that will be used. Provide drafts of exhibit text and panels, walking tour brochure, and k-12 lesson plans for review and approval.  | \$15,000           |
| <input type="checkbox"/>            | 2                  | Payment 2 will be fixed price in the amount of 30 percent of the grant award. The Grantee will provide final versions of exhibit text and panels, walking tour brochure, and k-12 lesson plans. Provide drafts of the 10-minute video, commemorative sign, press and social media releases, content for mobile application, and content for webpages for review and approval. | \$15,000           |
| <input type="checkbox"/>            |                    | Payment 3 will be fixed price in the amount of 40 percent of the grant award. The   |                    |

- Use the “Payment Documentation” area to upload all documents required in your contract to confirm the completion of that deliverable.

Invoice Period End Date:

Approved Payment Amount: \$3,094.00      ATTN:

**Payment Documentation**  
Select the "Add new file" button to upload payment documentation.

+ Add new file

| Title               | Description | Choose File |
|---------------------|-------------|-------------|
| No items to display |             |             |

Deliverables and minimum performance levels have been satisfactorily completed

Program Manager Electronic Signature : \_\_\_\_\_

Save    Approve and Submit to Finance    Return to Grantee    Decline

If uploading multiple files, you should save after uploading each one.

- Ensure that you select the appropriate deliverable that payment is being requested for.
- Click submit to review your information on a confirmation page.
- If everything is correct on the confirmation page, check the box to certify you are authorized to request payments and type in your electronic signature. Then click “Submit” again.
- Your payment’s status will change as the payment moves through the various stages of approval and eventual payment.
  - A “Submitted” payment has been submitted by you to the division for review.
  - An “Approved” payment has been approved by the division and sent to the finance office for processing.



- A “Vouchered” payment has been sent to the Department of Financial Services for final approval and release of funds.
- A “Paid” payment has been issued by the Department of Financial Services to the grantee.
- A payment that says “Request for Information” has been sent back to you for corrections or clarification and needs to be resubmitted.

**Note:** Please check the notes field of the payment for further information.

| Payments         |           |           |      |                |                 |                           |                         |           |                |
|------------------|-----------|-----------|------|----------------|-----------------|---------------------------|-------------------------|-----------|----------------|
| Payment Type     | Payment # | Invoice # | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Paid | Payment Amount |
| Advanced Payment | 1         | 118c3     |      | Paid           | 9/19/2017       | 7/1/2017                  | 6/30/2018               | 9/19/2017 | \$12,035       |

### How do I submit my expenditure log?

The Expenditure Log should account for all of your expenditures in the grant period so far. This will be updated throughout the grant period until it accounts for your full award amount and matching funds.

- Remember to look at your contract budget when completing your expenditure log. All of your expenditures must be allowable items that fit into the categories in your contract budget.
- Click “Edit Log” in the Forms and Reports section to access the Expenditure Log.

| Forms and Reports     |          |                |                  |               |          |               |
|-----------------------|----------|----------------|------------------|---------------|----------|---------------|
| Description           | Due Date | Submitted Date | Last Modified By | Modified Date | Status   | Action        |
| Expenditure Log       |          |                |                  | 9/22/2017     |          | Edit Log      |
| Contract Form         |          |                |                  | 8/16/2017     | Executed | View contract |
| Contract Details Form |          |                |                  | 8/16/2017     | Approved | View          |

- Once inside the log, click “Add New Record” to begin adding expenditures.
- The expenditure entry will open in a new box. Use the entry boxes to provide the following information
  - **Invoice** – Add the invoice number here.
  - **Transaction** – Add the transaction number here. You should also include the type of transaction, for example “Check 2058,” “EFT 289,” or “Debit 7338.”
  - **Payment Date** – The date the payment was made in MM/DD/YYYY format.
  - **Payee** – The name of the person or company to which the payment was made.
  - **Transaction Total** – The total amount of the payment. So if it was a check, the transaction total should reflect the full amount of the check, etc. The transaction total must be greater than or equal to the combined Grant Funds, Cash Match, and In-Kind amounts.
  - **Grant Funds** – The portion of the transaction being charged to the grant. This amount must be less than or equal to the Transaction Total.
  - **Cash Match** – The portion of the transaction being used as match. The amount must be less than or equal to the Transaction Total.
  - **In-Kind Services** – The value of the In-Kind goods or services provided as part of this expenditure.



- **Deliverable** – Choose the Deliverable number from your contract that this expenditure helped to complete. If an expenditure applies to multiple deliverables, select the next deliverable for which you will be requesting payment.
- **Budget Category** – Select the grant program budget category associated with the expenditure.
- **Description** – Provide a brief description of what the expenditure was for (optional).
- When all information is entered, click “Update.” The expenditure will then appear in the grid.
- Continue to add new records until the expenditure log is complete and up-to-date.
- Proofread the Expenditure Log to make sure everything is correct and all expenditures are allowable, and click “Submit” to turn in the expenditures marked as “New.”
- After submitting your entries, your grant program manager will approve them. If there is an entry that is non-allowable, exceeds one of your contract budget categories, or has another issue, the individual expenditure can be returned to you. Approved expenditures will be locked, but a returned expenditure can be edited or deleted.

**Note:** The expenditure log is cumulative. You will not be able to go back and change entries unless you contact your program manager.

### How do I submit a report?

- Go to your Grant Details page and scroll down to the “Progress Reports” section. Click the “Edit” button for the next report that is due.

| Project Overview |       |            |                |                   |   |             |                         |              |
|------------------|-------|------------|----------------|-------------------|---|-------------|-------------------------|--------------|
| Grant Number     | FEIN  | Grant Name | Project Number | Organization Name | Payment Address                         | Amount Paid | Grant Period            | Award Amount |
| 18. #####        | ##### | My Grant   | #####          | My Organization   | 200 Street Address<br>My City, FL 33333 | \$12,500    | 07/01/2017 - 06/30/2018 | \$50,000     |

| Payment Requests |           |           |      |                |                 |                           |                         |           |                |         |
|------------------|-----------|-----------|------|----------------|-----------------|---------------------------|-------------------------|-----------|----------------|---------|
| Type of Payment  | Payment # | Invoice # | ATTN | Payment Status | Date of Request | Invoice Period Begin Date | Invoice Period End Date | Date Paid | Payment Amount | Actions |
| Advanced Payment | 1         | ###       |      | Approved       | 8/14/2017       | 6/30/2017                 | 8/13/2017               | 9/1/2017  | \$12,500       |         |

| Change Requests  |                |                  |               |        |         |  |
|------------------|----------------|------------------|---------------|--------|---------|--|
| Change request # | Submitted Date | Last Modified By | Modified Date | Status | Actions |  |
|                  |                |                  |               |        |         |  |

| Progress Reports |                |                  |               |           |                        |
|------------------|----------------|------------------|---------------|-----------|------------------------|
| Due Date         | Submitted Date | Last Modified By | Modified Date | Status    | Actions                |
| 10/30/2017       |                |                  |               | Preparing | <a href="#">▲ Edit</a> |

| Forms and Reports     |          |                |                  |               |          |                               |
|-----------------------|----------|----------------|------------------|---------------|----------|-------------------------------|
| Description           | Due Date | Submitted Date | Last Modified By | Modified Date | Status   | Action                        |
| Expenditure Log       |          |                |                  | 9/22/2017     |          | <a href="#">Edit Log</a>      |
| Contract Form         |          |                |                  | 8/16/2017     | Executed | <a href="#">View contract</a> |
| Contract Details Form |          |                |                  | 8/16/2017     | Approved | <a href="#">View</a>          |

- Fill out all required sections of the report.



- Check the box to certify the report is accurate, provide your electronic signature and title (or role in the project), and the date. Click “Submit” to complete the report.

Signature:

I affirm, under penalty of perjury, that this report presents an accurate and complete description of the grant activity within the report dates above, and that the conditions of the grant activity within the report dates above, and that the conditions of the grant have been complied with.

Electronic Signature

Title

Date

- Once you submit, you cannot edit your report unless Department of State staff return it to you.
- If there are issues or questions about your progress report, staff may return the report to ask for additional information or clarification. Please update and re-submit the report promptly so that your organization remains in compliance with Department of State policies.
- You can check the status of your report on the Project Details page.

| Progress Reports |                |                  |               |          |                                     |
|------------------|----------------|------------------|---------------|----------|-------------------------------------|
| Due Date         | Submitted Date | Last Modified By | Modified Date | Status   | Actions                             |
| 10/30/2017       | 09/27/2017     | Name             | 9/27/2017     | Approved | <input type="button" value="View"/> |

**Note:** If a required Progress or Final Report is not submitted by the deadline, your organization may automatically be placed into non-compliance status until the report is submitted.

### Something has changed with our project. How do I amend the grant agreement?

- If something has changed, but you are not sure how it will impact your grant project going forward you should speak to your Program Manager. Some changes are minor and do not require any approval from us. Other changes only require a Change Request to be approved. The most significant changes require an amendment to your grant agreement.
- To submit a Change Request (which may turn into a contract amendment), go to your Grant Details page and click “Add Change Request.”

| Change Requests                                   |                |                  |               |        |         |
|---|----------------|------------------|---------------|--------|---------|
| Change request #                                  | Submitted Date | Last Modified By | Modified Date | Status | Actions |
| <input type="button" value="Add Change Request"/> |                |                  |               |        |         |

- Select the reason for your request, indicate if you need to update your grant budget, and provide both a reason for the changes and a brief description. Then click “Continue.”
- The questions you are asked on the subsequent pages will depend on what you selected on the first page. Answer all questions and indicate any necessary changes. If you have any questions, contact your Program Manager.
- The final page will summarize all of your requested changes. Confirm the information is correct, check the certification box, provide your electronic signature, and click “Submit.”
- Division staff will review your Change Request. The request will either be approved on its own, denied, returned to you as a Request for Information, or approved and turned into a Contract Amendment.



- If it becomes an amendment, you will find it in the “Agreements and Amendments” section of your Grant Details page. Signing an Amendment follows the same process as downloading and executing the initial grant contract (See [Contract/grant agreement instructions](#) for more information).





## Grant Guidelines and Helpful Links

### Division of Cultural Affairs

For a description of all Cultural Affairs (DCA) grants and links to their grant guidelines, visit [dos.myflorida.com/cultural/grants/grant-programs/](https://dos.myflorida.com/cultural/grants/grant-programs/).

For managing your grant information, visit <https://dos.myflorida.com/cultural/grants/managing-your-grants/>

For a DCA grant management FAQ, visit <https://dos.myflorida.com/cultural/grants/managing-your-grants/grant-management-faq/>

Links to grant webinars, workshops and other relevant events can be found on the Cultural Affairs calendar at [dos.myflorida.com/cultural/news-and-events/calendar/](https://dos.myflorida.com/cultural/news-and-events/calendar/).

Get additional up-to-date information at the following links:

- [Like the Florida Division of Cultural Affairs on Facebook](#)
- [Follow @CultureBuildsFL on Twitter](#)
- [Join the Division of Cultural Affairs mailing list](#)

### Division of Elections

Resources related to Federal Elections Activities grants can be found at [dos.myflorida.com/elections/laws-rules/help-america-vote-act/](https://dos.myflorida.com/elections/laws-rules/help-america-vote-act/).

### Division of Historical Resources

Historic Preservation grant news, resources, panel information, and ranked funding lists are available at [dos.myflorida.com/historical/grants/](https://dos.myflorida.com/historical/grants/).

Small Matching Grant resources are found at [dos.myflorida.com/historical/grants/small-matching-grants/](https://dos.myflorida.com/historical/grants/small-matching-grants/) and Special Category Grant resources are found at [dos.myflorida.com/historical/grants/special-category-grants/](https://dos.myflorida.com/historical/grants/special-category-grants/).

Get additional up-to-date information at the following links:

- [Subscribe here](#) if you wish to be placed on the mailing list to receive grants news
- [Like the Florida Division of Historical Resources on Facebook](#)

### Division of Library & Information Services

A description of all grants offered by the Division of Library and Information Services and their guidelines can be found at [dos.myflorida.com/library-archives/services-for-libraries/grants/](https://dos.myflorida.com/library-archives/services-for-libraries/grants/).

Get additional up-to-date information at the following links:

- [Like the Bureau of Library Development on Facebook](#)
- [Follow @FLLibDev on Twitter](#)
- [Join the Bureau of Library Development Mailing Lists](#)