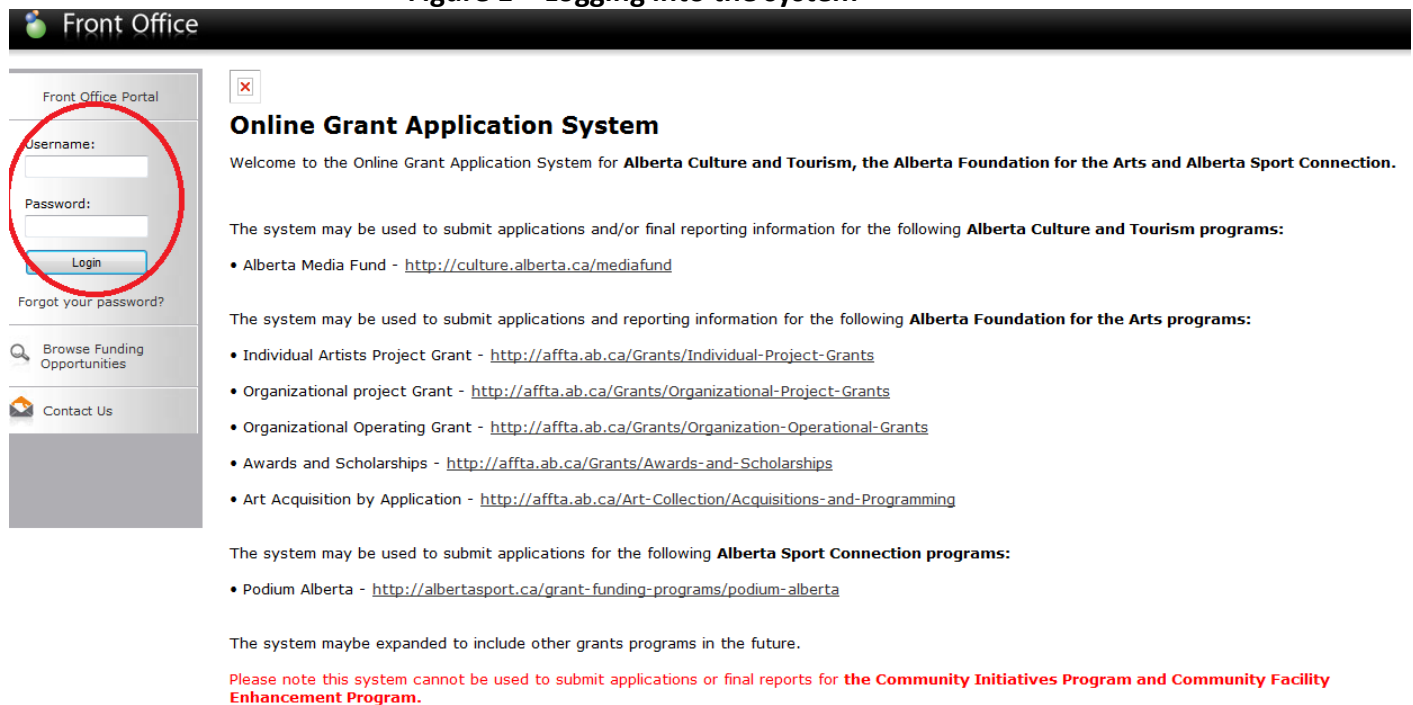# Completing a Final Report in GATE – Individual Grants

Follow these instructions to complete your final report for an Individual Project Grant.

Before starting, it is recommended you have all of your Actual Budget Expenses ready for input. In addition, have the following documents (where applicable), saved to a folder and ready for upload:
- Description of Project Results (required for all grant streams)
- Confirmation of Attendance at an Event or of Completion of Studies
- Copies of Promotional and publicity Material
- Copy of Photograph of Work Produced
- Media Reviews, Gallery Publications ect.

1. Log into GATE with your user id and password.

Figure 1 – Logging into the system

2. Click on the "Submissions" link on the left hand menu bar.

Figure 2 – "Submissions" link

3. Select your project's name from the "Applicant Project Name" drop-down menu, then hit "Filter."

You will see your project name under "Funding Opportunity" with a sub-title "Submit Final Report." Click on the orange folder under "Actions."

Figure 3 – Finding "Submit Final Report" folder

4. Select "Next" from the Reference Submissions page.

Figure 4 – Reference Submissions

5. Provide responses to each of the 17 questions on the Project Outcomes page, then click "Save & Next."

Figure 5 – Project Outcomes

6. Click "Next" on the Project Budget landing page.

Figure 6 – Project Budget

7. Select the Expense Type from the drop-down menu.

8. Enter data in the Project Expenses spreadsheet in columns "Actual Number of Units" and "Actual Unit Costs." Please note that data for columns "Description," "Proposed Number of Units" and "Proposed Unit Cost" are automatically generated from your application submission.

Figure 7 – Project Expenses

8. Click "Save & Next."

9. If applicable, enter data in the Non-AFA Revenue spreadsheet column "Actual Amount." Please note that data for columns "Description" and "Proposed Amount" are automatically generated from your application submission.

Figure 8 – Non-AFA Revenue

10. Click "Save & Next"

11. On the Attachments landing page, click "01. Description…objectives"

Figure 9 – Attachments

12. Enter document title in the "Document Description" box. Then, upload your file by selecting the "Browse" key.

Figure 10 – Attachment Details

13. Click "Save & Back to List."

14. If applicable, repeat steps #11, #12 and #13.

Figure 11 – Repeat Attachment Steps

15. Once all attachments are uploaded, click "Next."

16. Click "Submit" on the Submission Summary landing page.

Figure 12 – Submission Summary