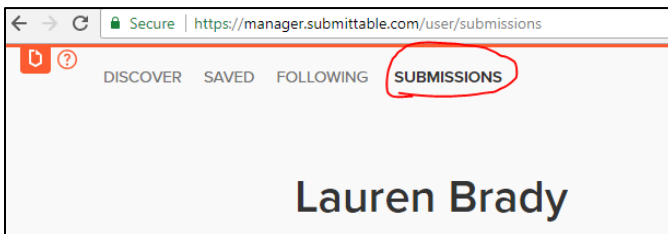


HOW TO COMPLETE YOUR FINAL REPORT

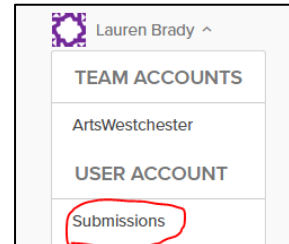
STEP ONE – Log into your Submittable account here:

<https://artswestchester.submittable.com/login>

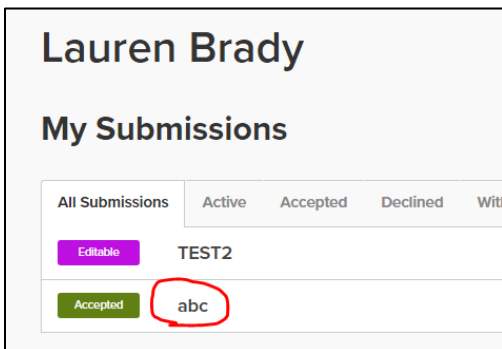
STEP TWO – Click on “Submissions” at the top of page – (or in the drop down menu in the top right corner).



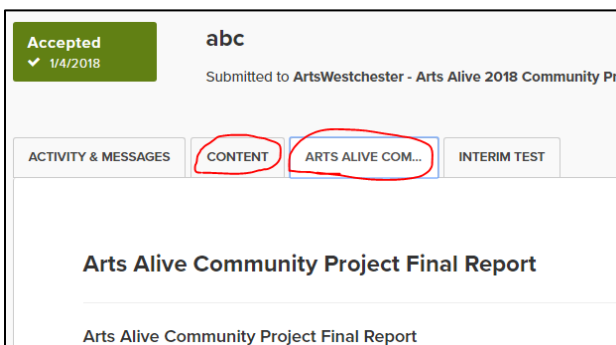
OR



STEP THREE – Click on the title of the submission in which you are completing a final report.



STEP FOUR – Now you will see several tabs. The “Content” tab will show your original submitted application. The third tab will be where you find the final report template.



STEP FIVE – Click “Save Draft” to save and go back later. Click “Submit” when you have completed your report.

Any Questions? Please e-mail grants@artswestchester.org