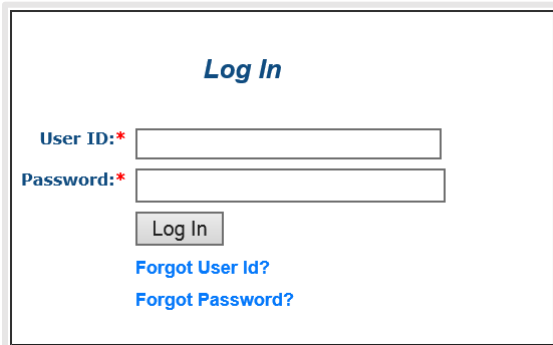


VAAFM Grantee Resource

How to Submit a Claim for Grant Payment

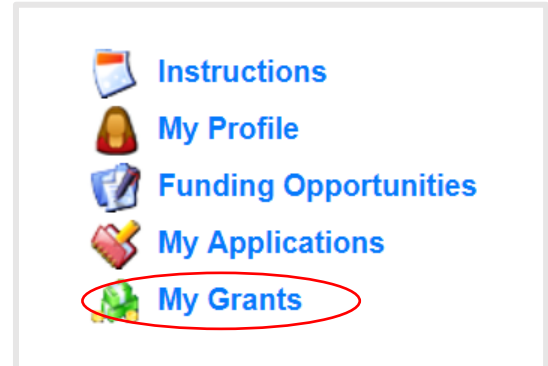
1

Log in to [WebGrants](http://WebGrants.agriculturegrants.vermont.gov) at agriculturegrants.vermont.gov.



2

From the Main Menu, click **My Grants**.



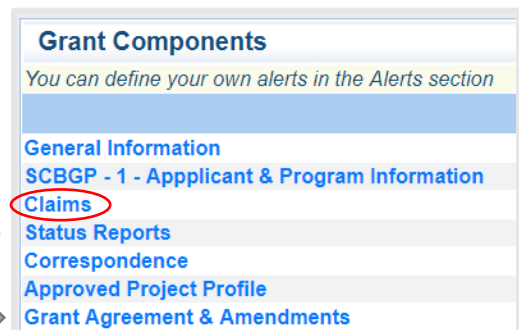
3

Click the title of your grant.

Current Grants			
ID	Status	Year	Title
02200-SCBGP-13-2	Underway 201		Field Production of Saffron in Vermont

4

Under Grant Components, click **Claims**.



To reference your grant agreement as you complete your claim, click **Grant Agreement & Amendments**.



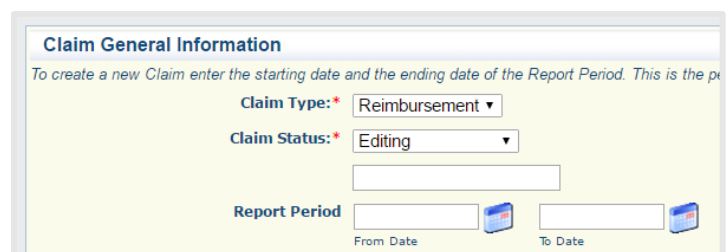
5

Click **Add** to begin a new claim.



6

Ensure **Reimbursement** is selected under Claim Type. Under **Report Period**, enter your grant start date (if this is your first claim) and today's date.



7 Click **Save**, then **Return to Components**.



[Return to Components](#)

8 Under Components, click **Reimbursement**.

Components
Complete each component of the Claim and mark it as co

Name
General Information
Reimbursement
Claim Supporting Documentation

9 Click **Edit** to enter the funds you are requesting.



10 Under **Expenses This Period**, enter the full amount of your claim. The amount in this field must match the amount requested in your invoice.

Expenses This Period	Prior Expenses (Paid)	Contract Match	Match Expenses This Period	Prior Match Expenses
<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

Enter whole dollar amounts only.

11 Under **Match Expenses This Period**, enter your match expenditures since your last claim (or to date if this is your first claim).

12 Click **Save**, then **Mark as Complete**.



[Mark as Complete](#) | [Go to Claim Forms](#)

13 Next, click **Claim Supporting Documentation**.

Components
Complete each component of the Claim and mark it as co

Name
General Information
Reimbursement
Claim Supporting Documentation

14 Click **Add** to upload your invoice or any other required documentation.



15

Choose the file you would like to upload, enter a description of the file, then click **Save**.

ring documentation (paid invoices, purchase orders, quotes, Excel spreadsheet detailing work .
one file to document your costs. When you have finished, click 'Save'.

Upload File: **Choose File** No file chosen

Description: *

16

Repeat Steps 14 & 15 if you have more than one file to upload, then click **Mark as Complete**.

Mark as Complete | **Go to Claim Forms**

17

When you are satisfied with your claim components, click **Submit**.

Components			Preview	Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.				
Name	Complete?	Last Edited		
General Information	✓	03/24/2017		
Reimbursement	✓	03/24/2017		
Claim Supporting Documentation	✓	03/24/2017		

Notes

All Components must be marked complete before you can successfully submit your report. After you submit your report, you will see a Claim Submitted Confirmation.

Claim Submitted Confirmation

You may also print a copy of the submitted claim for your records. After your grant manager approves the claim, the claim will be processed by our business office in approximately ten business days.

For technical assistance with WebGrants, please contact our Grants & Contracts Team:

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Diana.Ferguson@vermont.gov

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