

Status Report Submission Guide

for Vermont Agency of Agriculture, Food & Markets Grantees

1. Log into WebGrants at www.agriculturegrants.vermont.gov

Log In

User ID: *

Password: *

[Forgot User Id?](#)

[Forgot Password?](#)

VERMONT

New to WebGrants - Vermont Agency of Agriculture,
Food and Markets?
[Register Here](#)

Announcements

1. **Do not register more than once!**
2. **Turn off and disable** your **script blockers, javascript blockers, and ad blockers** as well as **pop-up blockers** when entering the Vermont Agency of Agriculture grants site. Otherwise, the site will not operate as it should and you will not be able to save your application forms.
3. Please add **agriculturegrants.vermont@webgrantsmail.com** to your email contact list so messages and alerts do not go to your spam folder.

2. On the Main Menu, click “My Grants.”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome Margaret Bledsoe

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

3. Click the title of your grant. **(Note: The exact text in the following screenshots may not correspond to your grant name or year – however, all steps in the status report process will be the same.)**

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Current Grants [Closed Grants](#) | [Claims](#)

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
02200-FTS-UM17-04	Underway	2017	FY17 Farm to School Universal Meals Grant	Farm to School	Jennifer Porter	\$9,000
Total						\$9,000

- Under Grant Components, click “**Status Reports.**”

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 02200-FTS-UM17-04 - FY17 Farm to School Universal Meals Grant - 2017

Status: Underway
 Program Area: Farm to School
 Grantee Organization: St. Johnsbury School District
 Program Officer: Jennifer Porter
 Awarded Amount: \$9,000

Instructions
 The grant forms appear below.

Grant Components
 You can define your own alerts in the Alerts section

Component	Last Edited
General Information	05/24/2017
FTS Primary Point of Contact	01/05/2017
Programmatic Contact Information	01/05/2017
FTS Fiscal Agent	01/05/2017
W9 and COI upload	04/12/2017
Universal Meals Narrative Questions	
Universal Meals Objectives, Activities & Timeline	06/12/2017
Universal Meals Grant Narrative Questions	01/05/2017
Claims	
Status Reports	
Site Visits	
Contract Amendments	
Correspondence	
Grant Agreement and Amendments (if applicable)	04/13/2017
Opportunity	-
Application	-

- Choose either “**Interim Report**” or “**Final Report.**”

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 02200-FTS-UM17-04 - FY17 Farm to School Universal Meals Grant - 2017

Status: Underway
 Program Area: Farm to School
 Grantee Organization: St. Johnsbury School District
 Program Officer: Jennifer Porter
 Awarded Amount: \$9,000

Status Reports Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
02200-FTS-UM17-04 - 01	Final Report	04/14/2017-07/31/2018	07/31/2018		-	Editing
02200-FTS-UM17-04 - 02	Interim Report	04/14/2017-10/01/2017	10/01/2017		-	Editing

Last Edited By:

6. Click on the report.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 02200-FTS-UM17-04 - 02

Grant: 02200-FTS-UM17-04- FY17 Farm to School Universal Meals Grant
Status: Editing
Program Area: Farm to School
Grantee Organization: [REDACTED]
Program Manager: Jennifer Porter

Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information		
2017 Universal Meals Interim Report	✓	06/05/2017

7. Click "Edit."

Menu | Help | Log Out Back | Print | Add | Delete | **Edit** | Save

Grant Tracking

Status Report: 02200-FTS-UM17-04 - 02

Grant: 02200-FTS-UM17-04- FY17 Farm to School Universal Meals Grant
Status: Editing
Program Area: Farm to School
Grantee Organization: [REDACTED]
Program Manager: Jennifer Porter

8. Fill in the fields, and then click "Save."

Menu | Help | Log Out Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

Status Report: 02200-FTS-17-01101 - 01

Grant: 02200-FTS-17-01101-Final Test
Status: Editing
Program Area: Farm to School
Grantee Organization: Vermont Agency of Agriculture, Food and Markets
Program Manager: Jennifer Porter

Personal Information

Enter the personal information for the individual completing this report.

Name*

9. Click “Mark as Complete.”

The screenshot shows the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Grant Tracking' header. The main content area displays the following information:

- Status Report: 02200-FTS-17-01101 - 01
- Grant: 02200-FTS-17-01101-Final Test
- Status: Editing
- Program Area: Farm to School
- Grantee Organization: Vermont Agency of Agriculture, Food and Markets
- Program Manager: Jennifer Porter

Below this information is a 'Personal Information' section with the instruction: 'Enter the personal information for the individual completing this report.' There is a text input field for 'Name' with the value 'test'. To the right of this section, the 'Mark as Complete' button is circled in red, along with the 'Go to Status Report Forms' link.

10. At this point you may still go back and edit your report by following steps 6-9 again. When you are ready to submit your report, click “Submit.”

The screenshot shows the 'Grant Tracking' interface with the same information as the previous screenshot. Below the main information area is a 'Components' section with the instruction: 'Complete each component of the status report and mark it as complete. Click Submit when you are done.' There are two links: 'Preview' and 'Submit', with the 'Submit' link circled in red.

Name	Complete?	Last Edited
General Information	✓	06/12/2017
2017 Universal Meals Interim Report	✓	06/14/2017

That’s it! You will receive an email notification from WebGrants that your report has been submitted.

Now that your report has been submitted, it will be reviewed by your grant manager before your associated claim can be approved (if applicable). If you have any questions about this process, please contact your grant manager or Diana Ferguson, Grants Specialist, at diana.ferguson@vermont.gov or (802) 622-4094.