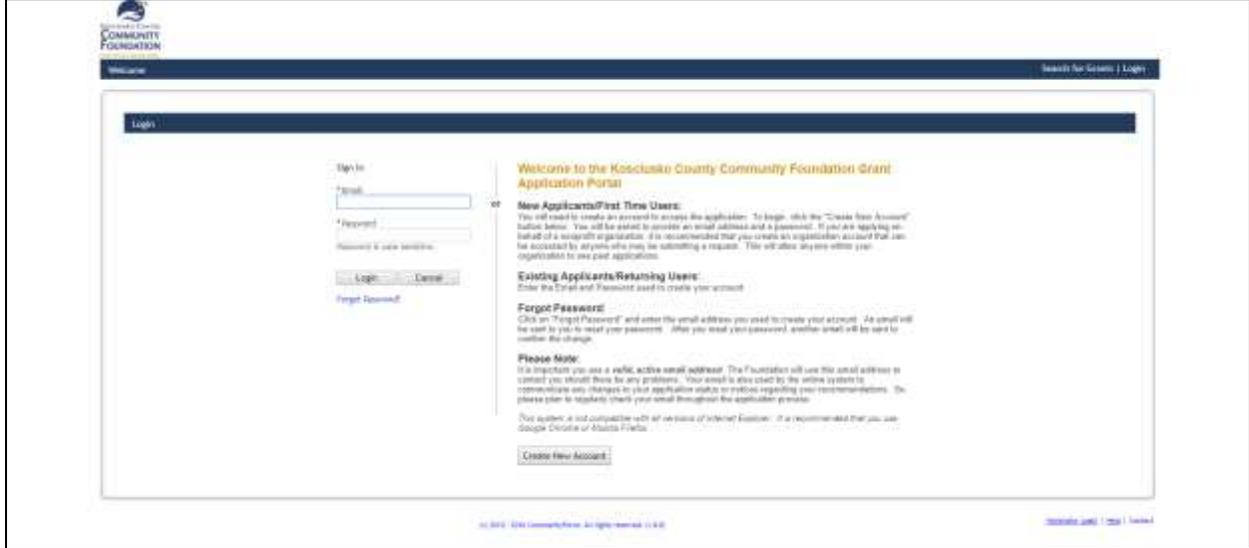
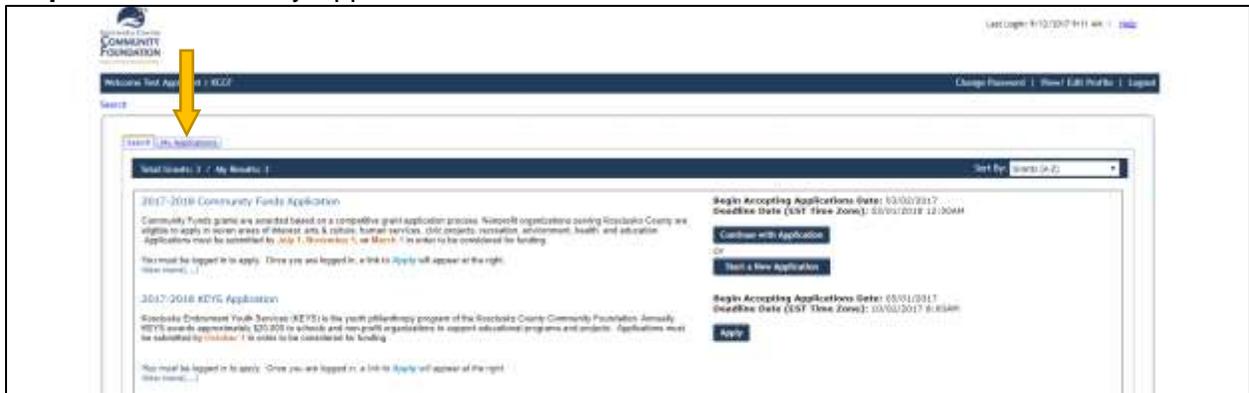


How to Submit a KEYS Final Report Online

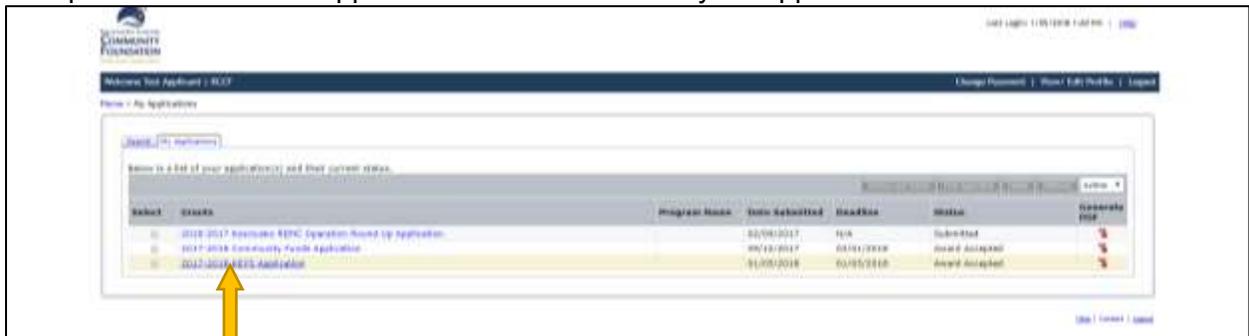
Step 1. Login to the application portal from the Kosciusko County Community Foundation website or by going to: <https://kcfoundationgrants.communityforce.com>.



Step 2. Click on the My Applications tab.

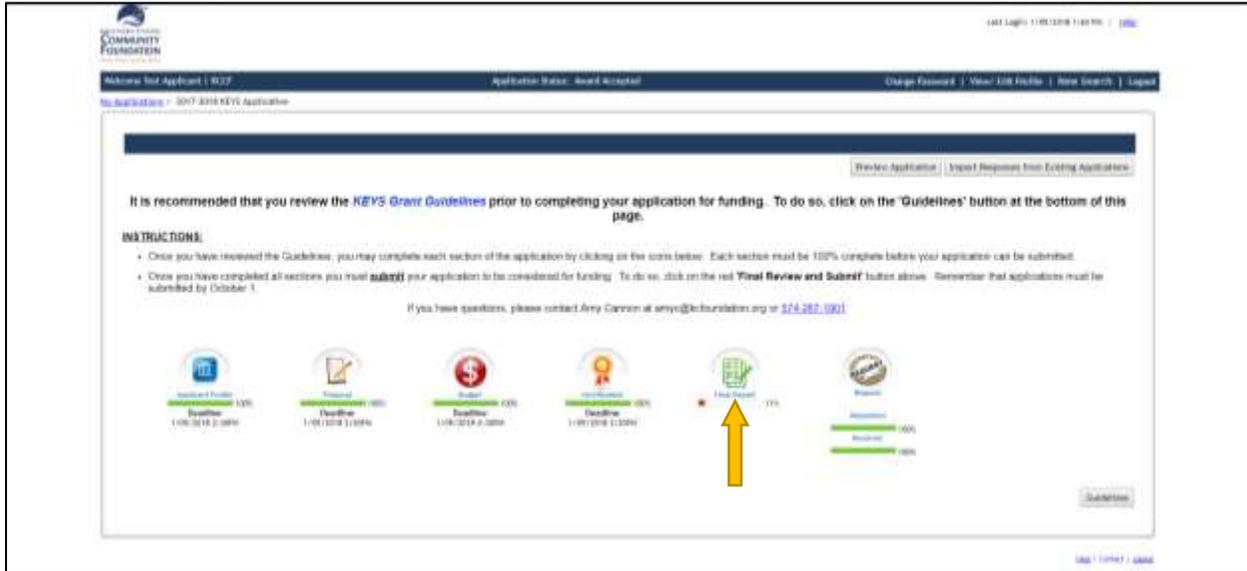


Step 3. Once you have received a grant award, your status will be changed to "Award Accepted." Click on the application name to return to your application dashboard.



How to Submit a KEYS Final Report Online

Step 4. A new section titled “Final Report” is now available. Click on the corresponding icon to open the final report form.



Step 5. Complete the final report and click on the submit button at the bottom of the page. Some fields will be pre-populated based on information you provided in your application or information from KCCF staff.

