## 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: <u>https://kcfoundationgrants.communityforce.com</u>.

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|       | then in<br>7 mont             | Welcome to the Kooclasko County Community Foundation Grant<br>Application Portal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
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Step 2. Click on the My Applications tab.

| Website Test Appl a 1 KCOT                                                                                                                                                                                                                                                                                                                                                                    | Change Proventi i Previ Edit Praffic i Lag                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Exclusion Endowment Youth Services (KEVE) is the youth phile-thingy program of the Roscholz County Community Providents Annually                                                                                                                                                                                                                                                              | And a second state that some possit: multiply states                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**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.

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

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**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.

| Wetcome Teri Applicant L KUU                              | Application Testan; Annual Asseption                                                                                                                                                                              | Outset Entroped 1 View/ Life Hoffss 1 Land                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Kosciusko Endownerd Youlb Serve-<br>our community by call | es MEYE: requiring another our grant program. A instead advanced of the evolution process is finding a<br>softway data and atoms. Phases advect a local speed dataseg this form on each as one properties compare | ad while trapact our grant to your organization or activat has held on product in<br>the fact not more than one your trapaction for grant approval data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Phone call 574-207-1921 if we can a                       | east you. We do not want this to be a follow precess. rather, we appreciate your carded assessment in this part.                                                                                                  | a brief formal. A RETYS student shap contact or wat you to learn more about                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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