Using the Grant Portal

I received a grant in response to my application. Now what?

The Community Foundation's online grant portal follows the grant process from application through the submission of all follow up forms. Once a grant has been awarded, you will be assigned follow up forms that will need to be submitted on the portal by their due date.

To access the forms, login to your grant portal account. You will be taken directly to your dashboard pictured below. For more information about your dashboard, check out the *Navigating You Dashboard* document.

Below your account information, you can choose to see your Active or Historical Requests. *Active Requests* includes applications you are currently working on, applications you recently submitted and open grants you have received. Denied applications and closed/expired grants will appear under the *Historical Requests* tab.*

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Ap	plicant D	ashboard							
	★ Public Profile								
Ap Ms	plicant: Annie Applicant					Organization: Any Organization			
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) If your organizatio	on information does not appea	ar correct, please co	ontact the funder. Th	ank you.	Marsan, 11 40000			
Ac	tive Requests 1	Historical Requests 0	$\mathbf{>}$						
~	Books for second o	grade classroom 20190000							
Pr Aţ Dr	ocess: Community oplication ecision	Funds: July 2019 Cycle Submitted Approved	07/01/2019 09/09/2019			,	View Application		
Fc	llow Up Forms								
F	ORM NAME		1	ASSIGNED TO	AWARD / INST	ALLMENT	DUE DATE	STATUS	EDIT/VIEW
С	ommunity Funds Gr	rant Agreement	A	Annie Applicant	Overall Awar	d		Submitted	View
С	ommunity Funds Re	equest for Payment	ŀ	Annie Applicant	Overall Awar	d	09/09/2020 12:00 AM EDT	Assigned	
С	ommunity Funds Fir	nal Report	A	Annie Applicant	Overall Awar	d	09/09/2020 12:00 AM EDT	Assigned	

*This grant portal only includes history for grant requests submitted on or after July 1, 2019.

To view your assigned follow up forms, click on the **Active Requests** tab. Requests will be listed by *Project Name*. Once a decision has been made on an application, the Project Name will also include the grant number. You can collapse the details of a request by clicking on the down arrow to the left of the Project Name.

To access the follow up form, click on the View or Edit link to the far right.

Active Requests 1 Historical Requests 0							
✓ Books for second grade classroom - 20190000							
Process: Community Funds: July 2019 Cycle Application Submitted Decision Approved Follow Up Forms	07/01/2019 09/09/2019	,	View Application				
FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW		
Community Funds Grant Agreement	Annie Applicant	Overall Award		Complete	View		
Community Funds Request for Payment	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	Edit		
Community Funds Final Report	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	Edit		

Using the Grant Portal

At the top of the follow up form you will see the Project Name, the Process (the grant application you used to submit the request), and your contact information. The follow up form will be underneath your contact information. You can also choose to click on the *Application* tab to view the original application.

Complete the follow up form following all instructions provided. Please note that you will need access to a printer and/or scanner if you are submitting the Grant Agreement or Request for Payment forms. If you do not have access to this equipment, please contact us at 574-267-1901.

Kosciusko County Community Foundation		👫 Annie Applicant -
Соми	n Sector A DApply Diganization History (B Fax to File	
Fo	DIIow Up	
Bool	oks for second grade classroom - 20190000	
Proc	bcess: Community Funds: July 2019 Cycle	
Con	ntact Info	
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ins. sha	s. Aning Application Applicati	
574	4267-1901 574-267-1901	
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	If your organization information does not appear correct please contact the funder. Thank you	
	Application D Follow Up	
	Due on 09/09/2020 12:00 AM EDT.	
0) Fields with an asterisk (*) are required.	
~	✓ Request for Payment	
In	nstructions for Submitting a Request for Payment:	
Wi	When you have documentation of expenses to submit, please download the appropriate Request for Payment form below. Complete the form and collect the required signatures. Upload the completed form in the appropriate Request for Payment form below. Complete the form and collect the required signatures. Upload the completed form in the appropriate Request for Payment form below.	
Da	No I need to include all expenses in one request or split the amount and make multiple requests for payment? You may choose to request the grant funds all at once or split the grant amount over multiple equests for payment. However, you may only submit a maximum of five requests for payment.	
Th	here is a spot on the request for payment form to indicate if this is a final request for payment or if you plan to submit future requests. If you choose to split the grant amount between multiple requests, KCCF staff will ssion an additional Request for Payment follow-up to you so you can submit another request when you are ready.	
Re	Result for Payment Forms:	
Ple	lease download the appropriate form by clicking on one of the links below. Fill out the form and print it on your organization's letterhead.	
So	School Request for Payment	
0	Organization Request for Payment	
Grant Management Software provided by Foundant Technolog	Sector Sect	
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A special note about Requests for Payment: You can choose to submit all expenses in one request or split them between multiple requests. At the time of your grant award, you will only be assigned one Request for Payment form to complete. If you only request a partial amount of your total grant award and indicate that future requests will be coming on this form, we will assign you an additional Request for Payment form to complete at a later date. You may submit up to five Request for Payment forms.

When you are ready to submit, click on the blue Submit Follow Up button.

	Documentation of Expenses Upload* You are required to upload confirmation of expenditures (e.g., invoices, purchase orders, receipts, etc.) along with your Request for Payment form. If your grant involved operating expenses, you should include a copy of your organization's internal financial statements that show a comparison of actual versus budgeted expenditures.	
	Upload a file [5 MiB allowed] Financial Statements pdf [101.4KB] Example 2 Delete File	
	Due on 09/09/2020 12:00 AM EDT. Save Follow Un Submit Follow Un	
Grant Management Software provided	by Foundant Technologies © 2019	

From your dashboard, you can track the status of each follow up form and their due dates. Forms that have been submitted and processed by Community Foundation staff will appear as 'Complete.' Forms that have been submitted, but not yet processed will appear as 'Submitted.'

Follow Up Forms						
FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW	
Community Funds Grant Agreement	Annie Applicant	Overall Award		Complete	View	
Community Funds Request for Payment	Annie Applicant	Overall Award		Submitted	View	
Community Funds Final Report	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	Edit	