

# 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 Your 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.\*

Kosciusko County Community Foundation

Applicant Dashboard

Public Profile

Applicant: Ms. Annie Applicant  
574-267-1901  
123 Any Street  
Warsaw, IN 46580

Organization: Any Organization  
574-267-1901  
123 Any Street  
Warsaw, IN 46580

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1 | Historical Requests 0

Books for second grade classroom - 20190000

Process: Community Funds: July 2019 Cycle

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Community Funds Grant Agreement	Annie Applicant	Overall Award		Submitted	View
Community Funds Request for Payment	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	
Community Funds Final Report	Annie Applicant	Overall Award	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 ← **Project Name - Grant Number**

Process: Community Funds: July 2019 Cycle

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

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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.

**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.

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.'

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Community Funds Grant Agreement	Annie Applicant	Overall Award		Complete	<a href="#">View</a>
Community Funds Request for Payment	Annie Applicant	Overall Award		Submitted	<a href="#">View</a>
Community Funds Final Report	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	<a href="#">Edit</a>

### Submitting Follow Up Forms