

## Community Foundation Grant Online Final Report Procedures

In order to complete the online Final Report for your online grant you will need to log into the Community Foundation's Online Portal. This can be found on the For Grant Seekers page of our web site at [www.cfdny.org](http://www.cfdny.org) or [www.uccfny.org](http://www.uccfny.org).

COMMUNITY FOUNDATION OF DUTCHESS COUNTY | ULSTER COUNTY COMMUNITY FOUNDATION

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### For Grant Seekers

The Community Foundation seeks to be a responsive and proactive community partner that works strategically to address existing and emerging community issues. The Community Foundation has invested millions in the form of grants to nonprofit organizations. Organizations recognized under Section 501(c)(3) of the Internal Revenue Code and/or a qualified government entity and located in our service area are eligible to receive grants. Grant applications will be available from this site based on the schedule below. If

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If you have forgotten your password you can click on the “Forgot your Password? Click Here” button.

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### Logon Page

User ID\*  ?

Password\*  ?

New applicants can click below to register.

You will be asked for the User Name which is the same as User ID which is your email address. The password will be sent to that email address.

Once you have logged in you will be taken to the Application Status Page. All of your applications will be listed by grant process. **(Important: Each application is associated with User ID that was used to submit the application. If there were applications submitted by others in your organization, they will not appear with your log in.)** Under each process with an approved grant you will see a section labeled NEXT GRANT REPORT DUE (See below). The due date for this report is indicated under DUE DATE. To access the form, click on “Complete.”

Application	Complete	1/6/2009	<a href="#">View Application</a>
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NEXT GRANT REPORT DUE

FORM NAME	GRANT / PAYMENT	DUE DATE	STATUS
Grant Final Report Form	Overall Grant	1/31/2010	Pending <a href="#">Complete</a>   <a href="#">View</a>

FOUNDANT technologies

You will be taken to the Final Report Form Page. The Program/Project Name will be pre-filled in. Please read the questions carefully and provide the information from your application as requested. As with your application, you should Save As Draft often so you do not lose your work.

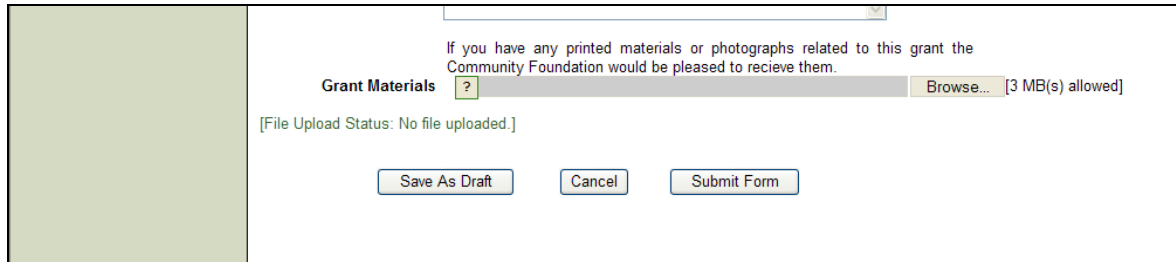
The form will ask for information related to the submitted and approved application. It will be helpful for you to create a PDF of the approved application so you can cut and paste information into the Final Report. If you did not create one earlier you can easily create one now by clicking on the View Application button associated with the grant process you are working on.

Application	Complete	1/6/2009	<a href="#">View Application</a>
<b>NEXT GRANT REPORT DUE</b>			
<b>FORM NAME</b>	<b>GRANT / PAYMENT</b>	<b>DUE DATE</b>	<b>STATUS</b>
Grant Final Report Form	Overall Grant	1/31/2010	Pending <a href="#">Complete</a>   <a href="#">View</a>

Near the top of the Application Page there is a Print Packet link which will create a PDF of the application. From this you can cut and paste the requested information.

Once you have completed the report form you can either Save As Draft if you have more to add to the report at a later time or Submit Form if you are ready to send it in for approval.

The Foundation will be glad to receive any materials, photographs, etc. that relate to the grant that we might be able to use for PR purposes. These can be attached to the Final Report or sent to us by mail.



The screenshot shows a web form interface. On the left is a solid olive-green vertical bar. The main content area has a white background. At the top, there is a text input field. Below it, the text reads: "If you have any printed materials or photographs related to this grant the Community Foundation would be pleased to receive them." Underneath this is a label "Grant Materials" followed by a small square icon containing a question mark. To the right of this is a greyed-out file upload area with a "Browse..." button and the text "[3 MB(s) allowed]". Below the upload area, the status "[File Upload Status: No file uploaded.]" is displayed. At the bottom of the form are three buttons: "Save As Draft", "Cancel", and "Submit Form".

If you have any questions regarding the Final Report process, please contact Nevill Smythe at [nsmythe@cfdcny.org](mailto:nsmythe@cfdcny.org) or at 845-452-3077.