

How to Turn-In Your Grant Report



Welcome

Login

Sign in

* Email

or

* Password

Password is case sensitive.

Login

Cancel

[Forgot Password?](#)

1. Visit

<https://henrycountycfgrants.communityforce.com/>

and log-in to the account used to submit your grant proposal.

2. After logging-in to your account, access the application you were awarded the grant for. It may be the only application you have, or you may have multiple to choose from. If it was a Spring or Fall grant cycle, it will be an Unrestricted Fund for Community Grants application. TASC or Caine grants will be marked differently, by date. If it is past the submission date, you will only be able to access grant applications for which you have been awarded.

Welcome Katina Reedy | Henry County
Community Foundation

[Manage Members](#) | [Change Password](#) | [View/ Edit](#)

[Home](#) > [My Applications](#)

[Search](#) [My Applications](#)

Below is a list of your application(s) and their current status.

[Preview and Submit](#)

[Print Application](#)

[Delete](#)

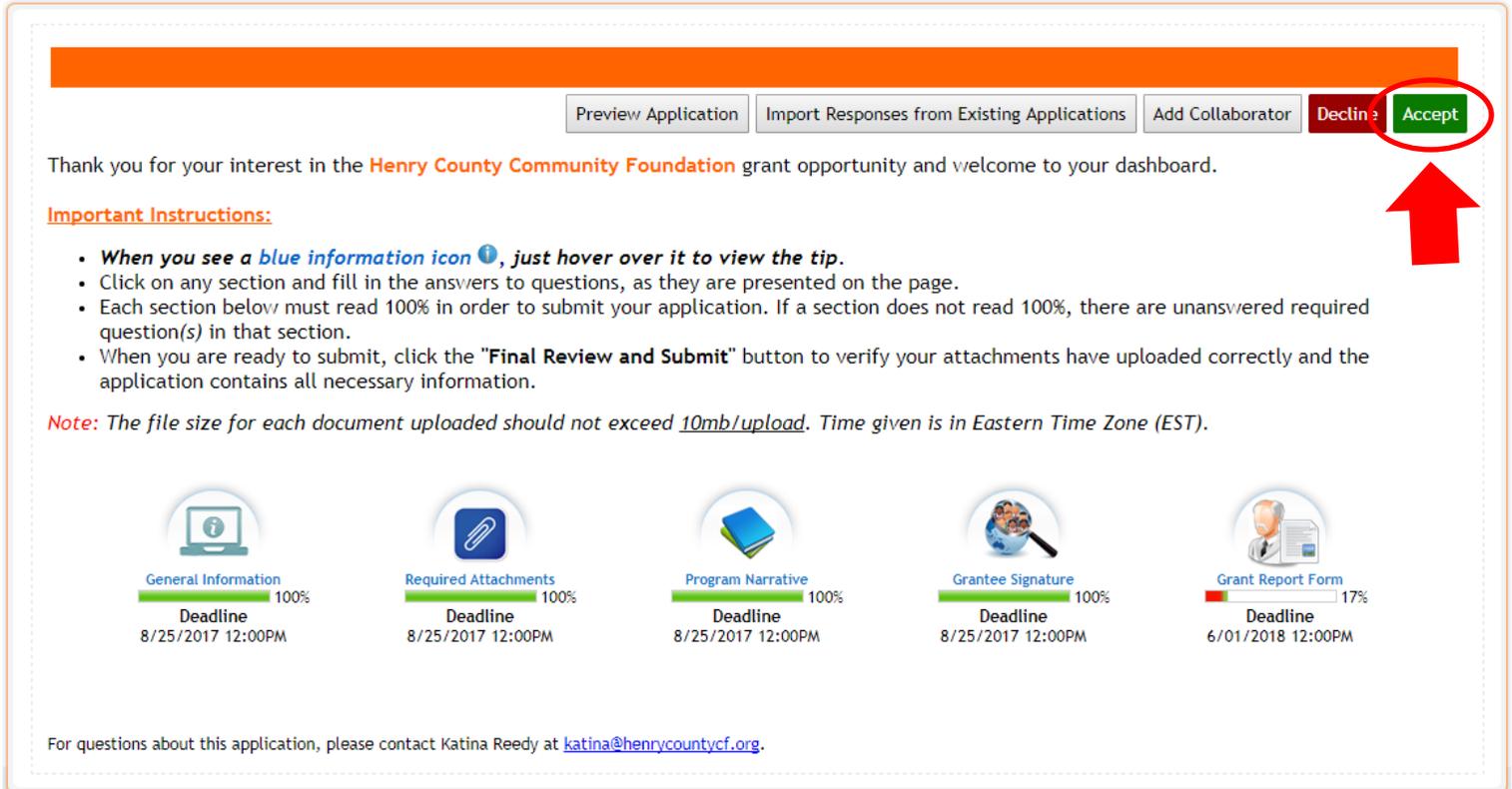
[Withdraw](#)

Select	Grants	Date Submitted	Deadline	Status
<input type="radio"/>	Harold E. and Imogene M. Caine Memorial Fund	-	10/20/2017	Pending Submission
<input type="radio"/>	TASC Grant Application	-	10/20/2017	Pending Submission
<input type="radio"/>	Teacher Excellence Award	-	4/13/2018	Pending Submission
<input type="radio"/>	Unrestricted Fund for Community Grants	-	8/25/2017	Pending Submission
<input type="radio"/>	Unrestricted Fund for Community Grants	08/11/2017	8/25/2017	Submitted

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3. Once you access your awarded grant application, you will be brought back to the applicant dashboard once more. Before you can begin working on the Grant Report, you must **Accept** your grant award through the dashboard. Click on the GREEN "Accept" button at the top right of the page.

My Applications > Unrestricted Fund for Community Grants



Preview Application Import Responses from Existing Applications Add Collaborator Decline **Accept**

Thank you for your interest in the **Henry County Community Foundation** grant opportunity and welcome to your dashboard.

Important Instructions:

- **When you see a blue information icon** , just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.

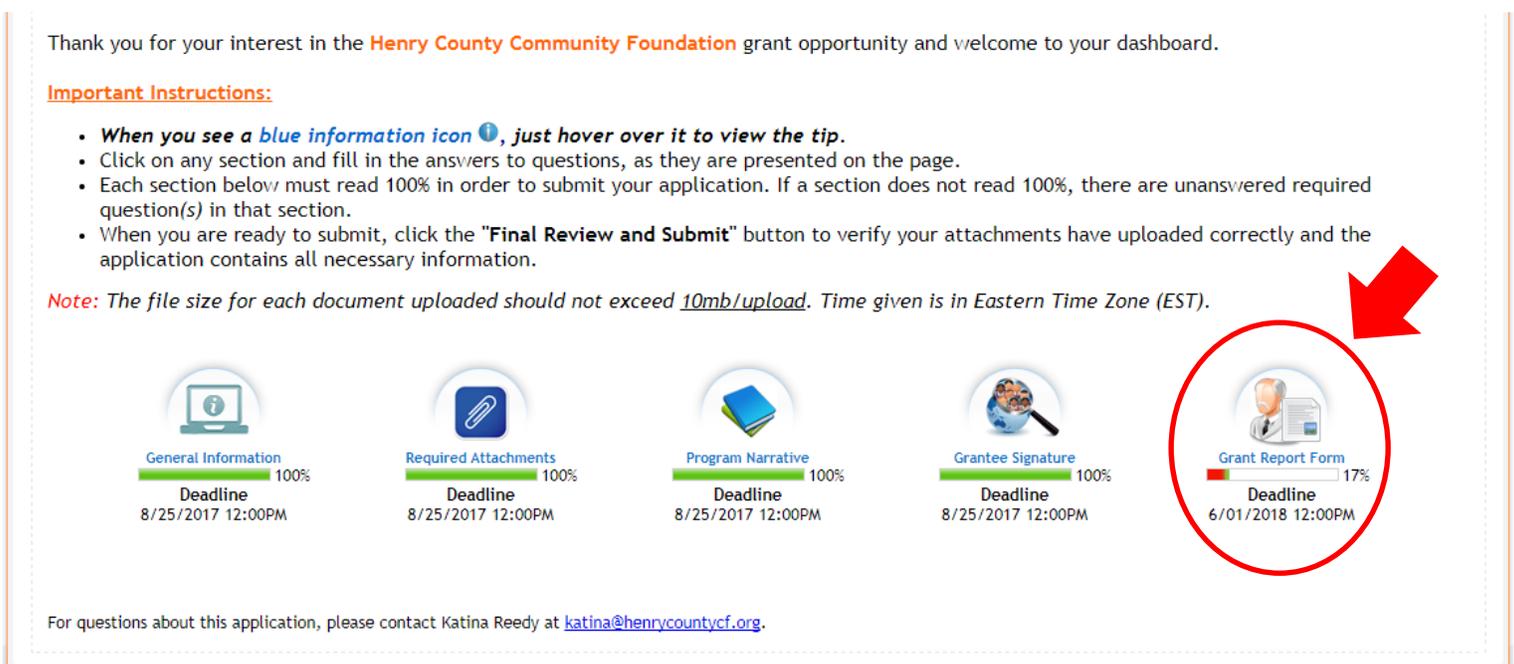
Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).

Section	Progress	Deadline
General Information	100%	8/25/2017 12:00PM
Required Attachments	100%	8/25/2017 12:00PM
Program Narrative	100%	8/25/2017 12:00PM
Grantee Signature	100%	8/25/2017 12:00PM
Grant Report Form	17%	6/01/2018 12:00PM

For questions about this application, please contact Katina Reedy at katina@henrycountycf.org.

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4. All other sections of the application are complete and you only need to work on that final section, **Grant Report Form**. Click on the Grant Report Form section.



Thank you for your interest in the **Henry County Community Foundation** grant opportunity and welcome to your dashboard.

Important Instructions:

- **When you see a blue information icon** , just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
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Grant Report Form	17%	6/01/2018 12:00PM

For questions about this application, please contact Katina Reedy at katina@henrycountycf.org.

How to Turn-In Your Grant Report

5. Fill out the **Grant Report Form** section of the application with information relating to your project. Once completed with this section, please click the “Submit” button at the bottom of the page to submit this section and show it as completed.

Upload a photo related to your project 

*Name of person completing form:

*Title:

*Email:

 Submit

 Return to Dashboard 

Once you hit the ORANGE **Submit** button, your Grant Report will be successfully turned in to the Foundation. You may be contacted for follow-up information, or to be notified that your grant is officially closed.

If you have questions about the Grant Report, please contact Katina Reedy, Program Director, at katina@henrycountycf.org