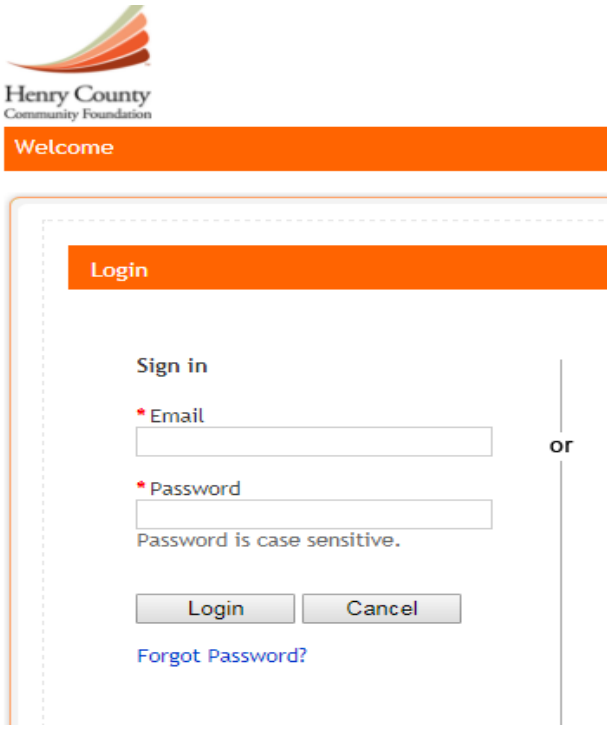
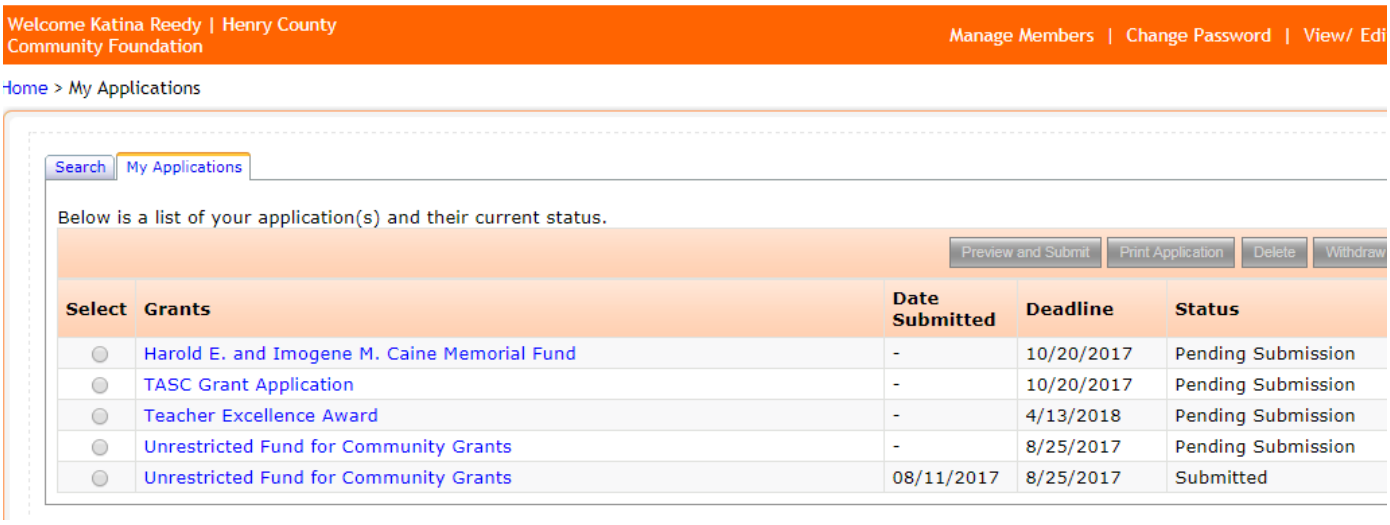
How to Turn-In Your Grant Report



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.



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

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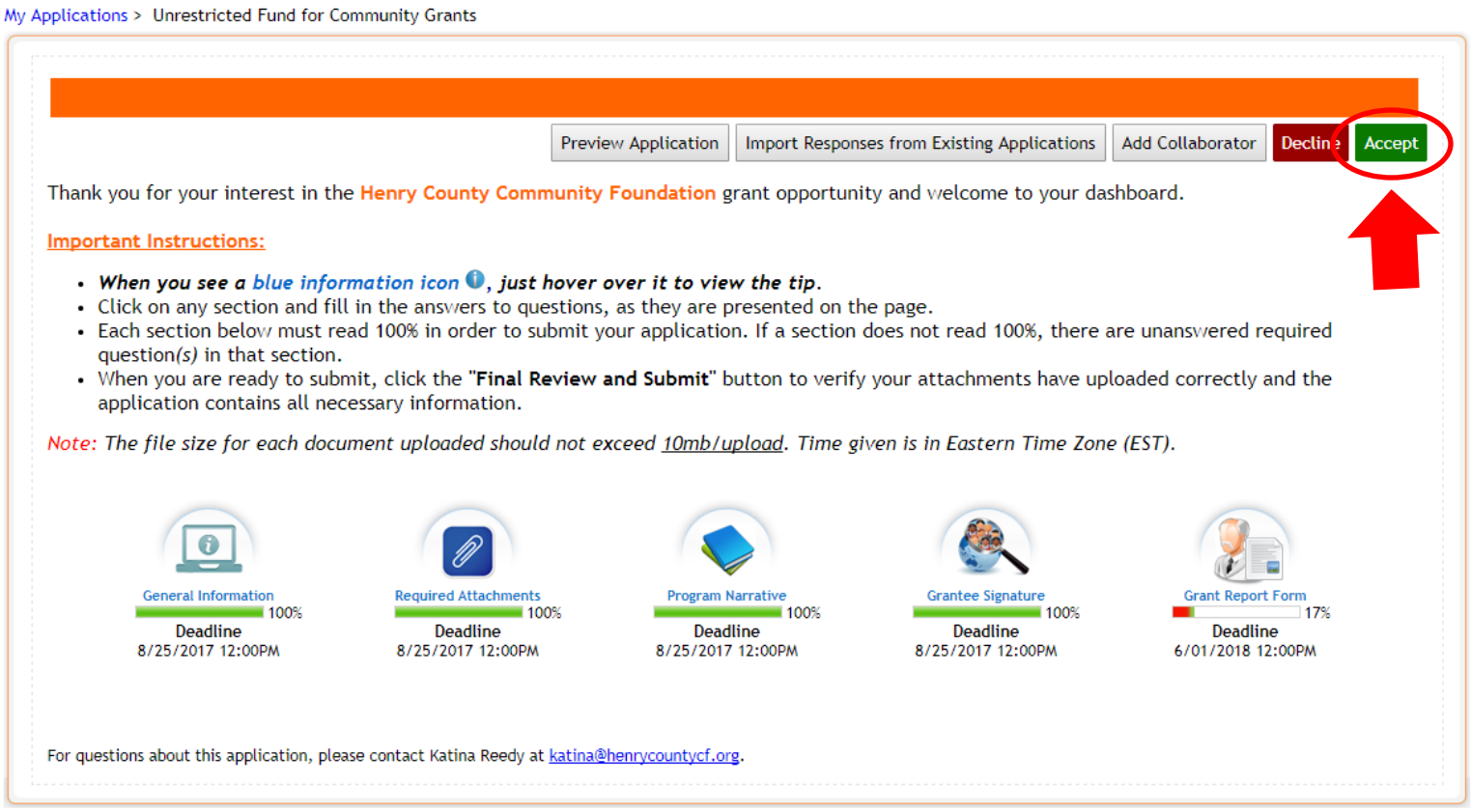
3. Once you access your awarded grant application, you will be brought back to the applicant dashboard once more. Before you can begin working on the Grant Report, you must **Accept** your grant award through the dashboard. Click on the GREEN "Accept" button at the top right of the page.



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.

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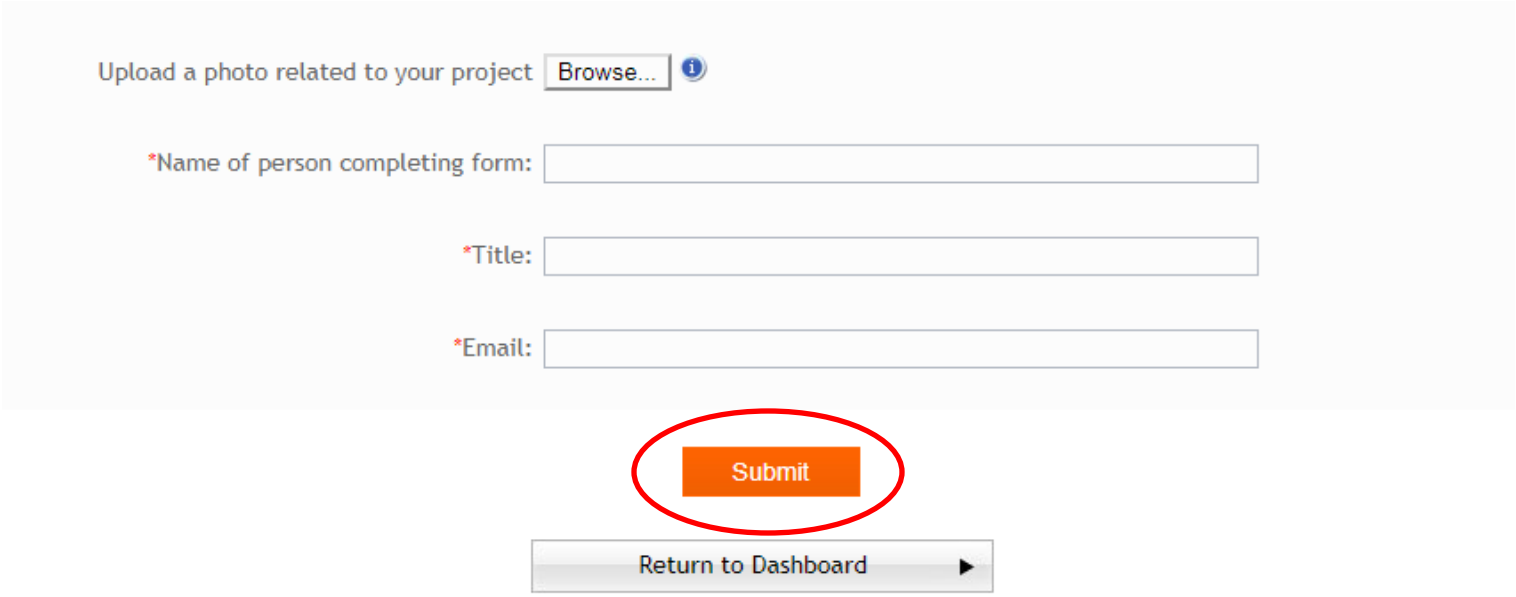
5. Fill out the **Grant Report Form** section of the application with information relating to your project. Once completed with this section, please click the "Submit" button at the bottom of the page to submit this section and show it as completed.



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