GRANT REPORTING GUIDE

WELCOME

Welcome to The Mike & Mary Terry Family Foundation Grant Reporting instruction guide. The Foundation uses an online portal to receive all letters of inquiry, grant requests, and grant follow-up reports. The online portal may be accessed via the grant guidelines page on our website.

GRANT REPORTING

As a part of the grant agreement between The Mike & Mary Terry Family Foundation and our partners, the Foundation requires grantees to submit an online follow-up report upon conclusion of the grant period noting how awarded funds were spent. Reports may be accessed using the same online portal used to submit your Grant Application.

Grant Reports must follow the below criteria:

- Reports are due at the end of your grant period as established in the grant contract. For example, if you received a grant payment on June 15, 2017 and your grant period was 12 months, then your grant report would be due on June 15, 2018.
- All reports must be completed through our online portal.
- If you received a multi-year grant, your final grant report will be due twelve months after the Foundation’s last grant payment. In the interim, please send the Foundation an annual update noting how those year’s funds were spent and an update on the progress of the project. This annual update should be submitted through our online portal. Simply, click on “SUBMIT REPORT” and follow the instructions noted below.
- If you have any questions throughout the process, please contact Foundation staff at info@mmterryfdn.org.
**Submitting a New Grant Report**

1. Click on the “SUBMIT REPORT” button on the grant reporting page of the Foundation’s website. The “SUBMIT REPORT” button will bring up the sign-in page.
2. Login using the email and password associated with your grant application.
3. Once you have logged in, a list of submitted grant applications will appear. In the top left hand corner of the screen, select the “Requirements” tab.
4. Below you will see a Final Report Form listed below.
5. Click on “Final Report” and begin.

**Saving a Report**

You do not have to complete a report in one setting. You can save your report and come back to it at your convenience and resume where you left off. Use the “SUBMIT REPORT” button on the Foundation’s website to resume a report.

**Return to Existing Report**

1. Click on “SUBMIT REPORT” button on the Grant Reporting page of the Foundation’s website and enter your login information.
2. Once logged in, a list of online grant applications will appear. In the top left hand corner of the screen, select the “Requirements” tab.
3. On the right hand side of your screen, you will see a drop down box with the options “New Requirements,” “In Progress Requirements,” and “Submitted Requirements.” Select “In Progress Requirements.”
4. Select the report you wish to resume and continue working where you left off. After completing the report, the portal allows you to review your work prior to submitting.