How to Access the Interim Report

Please follow these instructions to access the Enriching Communities Interim Report. If you have additional questions, please reach out to Sara Sweeney at ssweeney@cacfonline.org.

1. Go to www.cacfonline.org
2. Click ‘Grantees’ at the top of the page. Login to the Grants Portal using your Grant Admin login ID and password.
3. You should automatically be directed to the Grantee Dashboard page. Click the ‘Application History’ tab.
4. Change the search range to either ‘Last Year’, or ‘After’ the date you submitted your application (for example, 1/1/2018). You will then see a list of all our submitted applications in a table with their statuses. Find the correct application with the status, ‘Interim Report’, and click the red ID number in the far left column.
5. The next page will display a table of Required Documents. Find the Interim Report requirement and click ‘Upload’ in the far right column.
6. The next page will display the instructions for completing the report. **You do not need to upload any documents.** Click on the ‘Report’ link to access the report.

**UPLOAD REQUIRED DOCUMENTS FOR APPLICATION**

Note: Please only upload the document(s) referenced below. To upload other items from the requirements list, you will need to go back to the requirements table and click ‘Upload’ beside its name.

**Interim Report**

Description
Interim Grant Report

Requirement Info
Please submit your interim report to share progress toward your grant goals.

Due
Sunday, June 30, 2019

7. The next page will display the narrative and table portion of the report. All fields are required. Once completed, click ‘Save and Go Next’. Fill out the signature and date and click ‘Submit’.

**Interim Report**

Signature: TEST
By signing this report, I agree to submit any additional items required to complete my application.

Date 5/9/2019

8. The ‘Submit’ page will redirect you to the original upload page. **Again, you do not need to upload any additional documents.** Click ‘Back’. It should redirect you back to the Table of Requirements. Check to make sure the ‘Interim Report’ requirement is listed as ‘Completed’.
9. You are done!