

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.

GRANTEE VIEW

GranteeView is a secure portal that allows Grant Administrators to apply for grants online, track an application's status and view payment history. In addition, you can view and update the information The Foundation has on file for your organization. This "snapshot" information is displayed to our donors and fundholders when they are researching organizations to donate or recommend a grant to.

Organization

Charlottesville Area Community Foundation
Charlottesville Area Community Foundation Party Id 1

Quick Links

- [Apply for a grant](#)
- [Resume an Application in process or Review the status of a submitted application](#)
- [View your organization's Payment History](#)

OUR GRANTMAKING

GRANT QUESTION LIBRARY

GRANTEE DASHBOARD

APPLY FOR A GRANT

APPLICATION HISTORY

PAYMENT HISTORY

MY PROFILE

PDF INTERIM REPORT

PDF FINAL REPORT

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.

Organization

Charlottesville Area Community Foundation

Charlottesville Area Community Foundation Party Id 1

Search

Range Last Year

[Advanced Search](#)

Found Grant Applications

App Id	Project Name	Program	Application Date	Amount	Approved Date	Status	App PDF
132984	TEST	Enriching Communities	5/9/2019	\$10,000.00		Interim Report	
124959	Test - 124959	Bama Works Fund	5/17/2018	\$0.00		Withdrawn	
124960	Test - 124960	Bama Works Fund	5/17/2018	\$0.00		Withdrawn	
124973	Test - 124973	Bama Works Fund	5/17/2018	\$0.00		Withdrawn	

5. The next page will display a table of Required Documents. Find the Interim Report requirement and click 'Upload' in the far right column.

Application Name TEST - 132985

Program(s) Enriching Communities

[Print PDF](#)

Required Documentation

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Actions
501(c)3 determination letter	Completed	Yes		501(c)3 determination letter	5/9/2019	Upload
Interim Report	Entered	Yes	6/30/2019	Interim Grant Report		Upload
Organizational Information	Completed	Yes		Organizational Information	5/9/2019	Upload
Governing Board and Staff Names	Completed	Yes		List of Governing Board and Staff Names.	5/9/2019	Upload
Project Budget	Completed	Yes		Budget for Requested Funding	5/9/2019	Upload
Current Fiscal Year Operating Budget	Completed	Yes		Current Fiscal Year Operating Budget	5/9/2019	Upload
Previous Fiscal Year Operating Budget	Completed	Yes		Previous Fiscal Year Operating Budget	5/9/2019	Upload
Fiscal Sponsor Letter	Entered	No		Letter from Fiscal Sponsor		Upload
Additional Supporting Documentation	Entered	No		Additional Supporting Documentation		Upload

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

[Back](#)

Section 1: Report

Upload Documents ▾

<input type="checkbox"/>	<input type="text"/>	Select	× Remove
Add	Delete		

[Upload](#)

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:

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

Date 

 **Section 1: Report**

[Submit](#)

[Print PDF](#)

ValidationSummary ▾

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'.

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Interim Report	Completed	Yes	6/30/2019	Interim Grant Report	5/9/2019	Upload
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Governing Board and Staff Names	Completed	Yes		List of Governing Board and Staff Names.	5/9/2019	Upload
				Budget for Requested		

9. You are done!