Complete a Grant Report
Grant reports are connected to your proposal. Only proposal owners and collaborators can complete grant reports. If you need to change the owner or collaborator of a proposal, please contact grants@mainecf.org.

Step 1
Go to the Maine Community Foundation website (http://mainecf.org) and click the green Log In button at the top right of the screen.

Step 2
On the right side you will see Online Grant System. Click the Log In Here button.

Step 3
In the top right corner click Log In.

• Use the same email address and password you used when working on the proposal
• If you forgot your password, click the “Forgot your password?” link below the password field.
Step 4
You should land on the My Applications page. If you don’t, click My Applications in the top right to navigate to the page. All of your applications will be listed on this page.

Step 5
Find the program that you would like to complete the grant report for and click Start.

Step 6
Click on Grant Report. This will take you to the form.
Step 7
Once you have completed the form, hit **Mark as Complete** at the very bottom.

If you are not finished with the form you can select “Save & Continue Editing” and come back and edit and complete the form at another time.

Step 8
To verify that your grant report has been completed, click on **My Applications.** You will see the status now says “Grant report complete”