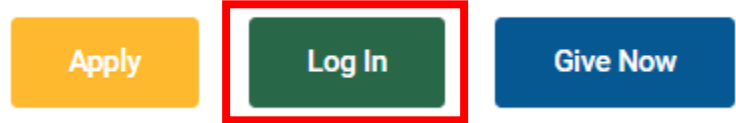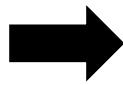# Complete a Grant Report

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.
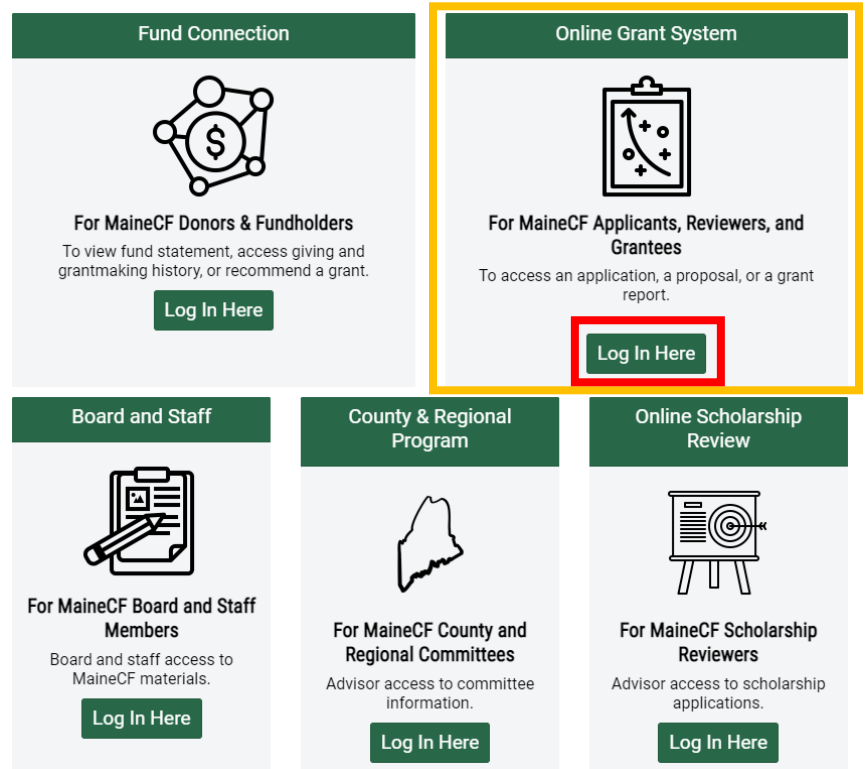
Step 1

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"