

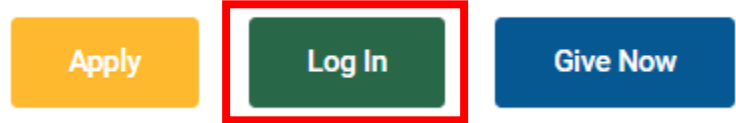
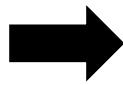


Complete a Grant Report

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.

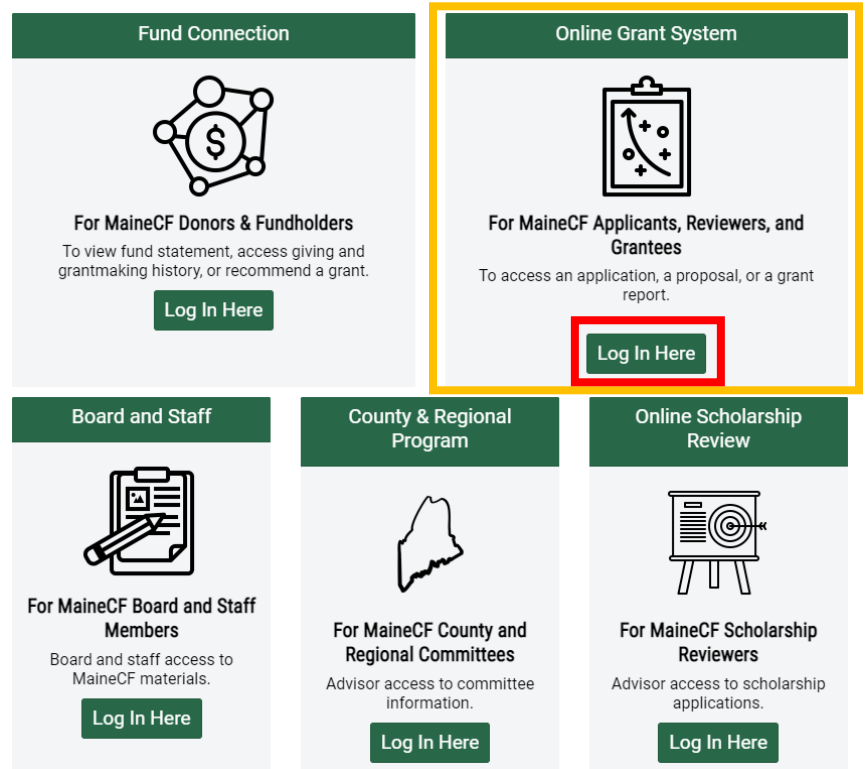
Step 1

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.



Maine
Community Foundation

Online Grant System

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.



Maine Community Foundation

Programs **My Applications** Leslie Clague

From this screen you may edit applications still in progress, view submitted applications, and submit a grant report on an awarded application.

All Applications

Application Name	Status	Action
Community Building 2021 Leslie's Nonprofit 2020CB-0000000002	AWARDED	START
Weich Charitable Fund 2020 Maine Community Foundat... 2020WLCH-0000000005	SUBMITTED	VIEW
Lifelong Communities Mini-Grant Program 2021 Best Organization Ever 2021LCMiniGrants-0000000002	AWARDED	VIEW

Step 5

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



Community Building 2021
Leslie's Nonprofit
2020CB-0000000002

STATUS: Grant report due 6/1/2022

AWARDED

0 of 1 tasks complete

START

Last edited: Apr 27 2021 10:31 AM (EDT)

Program name

Your organization name

Due date

Proposal status

Step 6

Click on **Grant Report**. This will take you to the form.



Community Building 2021

Leslie's Nonprofit

ID: 2020CB-0000000002 Status: Grant report due 6/1/2022

APPLICATION ACTIVITY DECISION DETAILS

Your tasks

Grant Report

Previous tasks

Organizational Overview
Completed on: Feb 12 2021 01:25 PM (EST)

Step 7

Once you have completed the form, hit **Mark as Complete** at the very bottom.



SAVE & CONTINUE EDITING

MARK AS COMPLETE

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”



Maine Community Foundation

Programs **My Applications** Leslie Clague

From this screen you may edit applications still in progress, view submitted applications, and submit a grant report on an awarded application.

All Applications

Application Name	ID	Status	View Button	Last Edited / Submitted
Community Building 2021 Leslie's Nonprofit	2020CB-0000000002	STATUS: Grant report complete	VIEW	Last edited: Apr 29 2021 08:33 AM (EDT)
Welch Charitable Fund 2020 Maine Community Foundat...	2020WLCH-0000000005	SUBMITTED	VIEW	Submitted on: Jul 21 2020 10:32 AM...
Lifelong Communities Mini-Grant Program 2021 Best Organization Ever	2021LCMiniGrants-0000000002	STATUS: Grant report completed.	VIEW	Submitted on: Mar 24 2021 09:51 A...