



Grant reports help us share your story with funders and our communities, maintain proper accounting, and provide information to inform future grantmaking. Thank you for completing your grant report(s)!

Step-by-Step Directions to Submit a Grant Report

1. To begin, visit www.cfnorthstate.org/grant/grants. Scroll to "Current Grantee Information" and click "Submit a Grant Report", then "Click here".

Current Grantee Information

- Submit a Grant Report

[Click here](#) to preview questions, fill out and submit your Grant Report online through SmarterSelect.

2. From here, click "Preview" to preview and print the questions, which will pop up in a new window. Close out of the window when you are done previewing the questions. Then:
 - a. Click "Apply" to start a NEW grant report, or
 - b. Click "Sign In" ONLY if you have already started a grant report and wish log back in to finish it.

Final Grant Report

▷ DESCRIPTION

When Community Foundation of the North State awards a grant, we enter into a partnership with grantees to provide new insights into effective ways to strengthen our communities. The following questions are intended to help capture your experience, inform donors about your program, and account for funds granted. We are equally interested in hearing about your challenges as your successes. Thank you for your candidness!

NOTE: Please click "save" frequently to save your work; note - the system does not auto-save.

▷ PREVIEW

[Preview](#)

[Apply](#)

or Already have an application started? [Sign In](#)



3. If you have previously used SmarterSelect to apply for grants, "sign in" to your account. Only create a new account if:
 - a. The grant your organization received was non-competitive (no application) and you do not have an account in SmarterSelect OR
 - b. The grant application was created by a staff or volunteer no longer at your organization and you do not have an account.

A screenshot of a "Sign In" form. At the top, there are two tabs: "Create New Account" (light blue) and "Sign In" (yellow). The main heading is "Sign into your Account". Below it is an "Email Address" input field with an envelope icon on the left. A red error message box below the field says "Please enter a valid email address". Below that is a "Password" input field with a lock icon on the left and a "SHOW" button on the right. A large blue "Sign In" button is below the password field. At the bottom, there is a red "Sign in with Google" button with the Google logo on the left, and a light grey "Forgot your Password?" button below it.A screenshot of a "Create New Account" form. At the top, there are two tabs: "Create New Account" (yellow) and "Sign In" (light blue). The main heading is "Create New Account". Below it are several input fields: "First Name" with a red asterisk, "Last Name" with a red asterisk, "Organization", "Login Email" with a red asterisk, and "Confirm Email". Each field is represented by a white rectangular box with a thin border.

4. From here, click "Create a new application" to start a new grant report OR "Continue existing application" only if you have already started a report and wish to finish it.

A screenshot of a "Final Grant Report" screen. The heading is "Final Grant Report" in bold. Below it is a paragraph of text: "You have already created one or more applications for this program. Would you like to create a new (additional) application for this program, or go to your current application(s)?" Below the text are two buttons: a green "Create a new application" button and a grey "Continue existing application" button.



5. Fill out the form as requested. Click "next" to move on to the next section.
 - a. You are not required to complete this application in one sitting. You may begin and save your work before submitting your application.
 - b. Click "save" at any time. It will take you out of the application, but you can get back in easily. System does not auto-save on a timer.

Final Grant Report Page 1 of 5

1. Organization Information

Organization Information

Report date: *

Organization name *

Grant report prepared by: *

Contact email address: *

Contact phone #: *

- -

6. Note the navigation "Pages" on the right side shows you where you are in the report.

Final Grant Report Page 2 of 5

2. Grant information

Grant information

Please mark the fund from which your grant was received: *

- ACEs Resilience and Hope Fund of Shasta County
- Animal Welfare Endowment Fund
- Burney Regional Community Fund
- Community Arts Endowment Fund
- COVID-19 Relief Fund
- Community Disaster Relief Fund
- Redding Rancheria Community Fund
- The McConnell Fund
- The Women's Fund
- Other

Grant # *

Grant Amount:

\$

PAGES

- Organization Inform...
- ▶ Grant information
- Evaluation
- Expenditures
- Marketing



- In Section 3 - "Evaluation" - please answer the required questions to the best of your ability. Note several questions are optional, if applicable.
- In section 4 - "Expenditures" - upload a detailed list of how the funds were spent. You will know it uploaded correctly because you will see the file name next to "uploaded file" and have the option to replace if need be.

4. Expenditures

Expenditures

Please attach a detailed list of expenditures for the grant. Include items purchased or expenses incurred, with costs associated for each. Note if other sources of support were used. Summarize at bottom:

- Grant total costs
- Grant total
- Refund to Community Foundation, if applicable.

*Please do not submit receipts, but maintain your files of receipts, accessible to Community Foundation staff for potential audit for seven (7) years after completion of project. **

[Replace File](#)

Maximum File Size: 20MB

Uploaded File: **BUDGET_EXAMPLE.pdf...188 KB**

[Previous](#) [Next →](#) [Save](#) [Cancel](#)

- In the Marketing section, please share quotes on the impact, preferably from program participants plus a minimum of two photos or links to videos. We share these with our funders and (if permission given) on social media. Front-facing photos of program participants in action are preferred. Help us tell your story!

5. Marketing

Marketing

Please provide two quotes, that demonstrate the impact of the grant, that we may use in education and marketing materials or share with our funders. Preference is quotes from people positively affected by the grant; we will also accept quotes from staff, volunteers, or board members. *

Quote from Hazard Reduction Crew Member Tyler Cannon, "I love these new shirts, they're lightweight and easy to work in"

Quote from Facebook from a community member, Pat White, who recived work at her property.: "I want to give a "Shout Out" to Weaverville Fire Dept! I have been lucky enough to have the weed abate crew out behind my place, making it much safer, and fireproof...Real hardworking young folks, and it is so hot out there too! "Hats Off" 🧢 to you all, and the program! We seniors really do appreciate you...👍👍👍"

Min words required: 0 | Max Number of Words: 100

Please submit 2 - 4 high resolution photos of activities related to the grant. You may also attach a Word doc with a link to cloud-based storage, such as DropBox. We prefer photos with front-facing people (or animals) engaged in activity related to the project. Video may also be submitted.

Ex: If grant funded a new roof, please submit a photo of the completed roof AND a photo of people participating in a program that takes place in the building. *

[Replace File](#)

Maximum File Size: 20MB

Uploaded File: 20210617_101936__1_.jpg (2.22 MB)

Photo #2 *

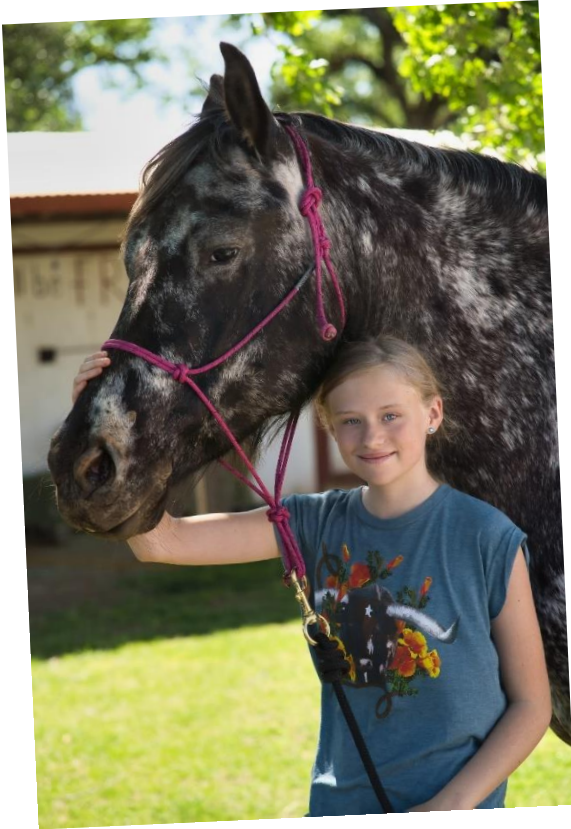
[Replace File](#)

Maximum File Size: 20MB

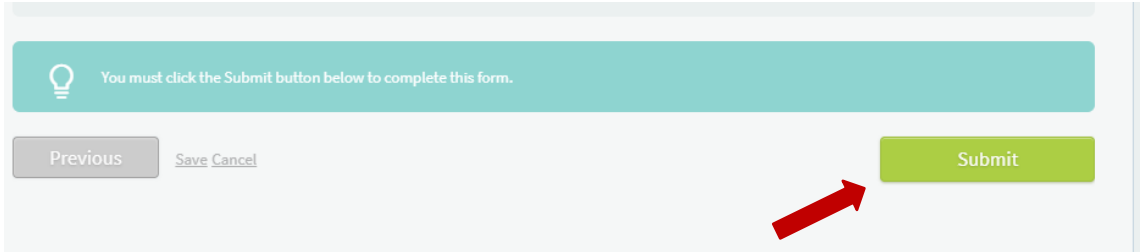
Uploaded File: 20200618_152538.jpg (2.25 MB)

Photo #3 (optional)

Examples of exemplary photos:



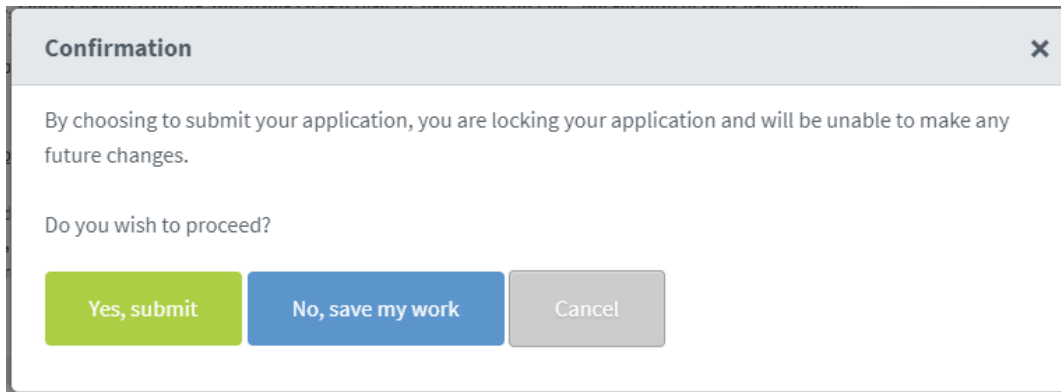
10. Once all fields on all pages have been completed and agreements have been selected on the last page, you'll be able to submit your report.



You must click the Submit button below to complete this form.

Previous Save Cancel Submit

11. A confirmation box will pop-up, asking you to make sure you're ready to submit your application. Double check your work to ensure the right documents are uploaded into the right spaces and that you've answered each question as fully and accurately as possible. **You will not be able to make changes once your report is submitted.** Once you're sure everything is ready, click **Yes, submit**. If it's not ready, click No, save my work.



Confirmation [X]

By choosing to submit your application, you are locking your application and will be unable to make any future changes.

Do you wish to proceed?

Yes, submit No, save my work Cancel

12. Success! You will receive a confirmation email at the address of your login. Thank you for completing your grant report!

megan@cfnorthstate.org or (530) 244-1219. Your application is now locked, and you will not be able to make any more changes.' A blue button labeled 'Save Your App' is at the bottom." data-bbox="216 639 771 868"/>

Success!

Thank you so much for submitting your grant report! This receipt confirms your report has been received. If we have any further questions, we will be in touch. If you have additional questions, don't hesitate to reach out to Megan Conn, Program Officer, at megan@cfnorthstate.org or (530) 244-1219.

Your application is now locked, and you will not be able to make any more changes.

Save Your App