



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

Step-by-Step Instructions for Submitting a Report

Click Here

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.

This is a "Sign In" form. At the top, there are two buttons: "Create New Account" and "Sign In". The "Sign In" button is highlighted in yellow. Below the buttons is the heading "Sign into your Account". There are two input fields: "Email Address" and "Password". The "Email Address" field has a red border and a red error message below it that says "Please enter a valid email address". The "Password" field has a "SHOW" button to its right. Below the input fields is a blue "Sign In" button, a red "Sign in with Google" button with the Google logo, and a "Forgot your Password?" link.This is a "Create New Account" form. At the top, there are two buttons: "Create New Account" and "Sign In". The "Create New Account" button is highlighted in yellow. Below the buttons is the heading "Create New Account". There are five input fields: "First Name", "Last Name", "Organization", "Login Email", and "Confirm Email". Each field has a red asterisk next to its label, indicating it is a required field.

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.

This is the "Final Grant Report" screen. It has a heading "Final Grant Report" and a sub-heading "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

7. In Section 3 - "Evaluation" - please answer the required questions to the best of your ability. Note several questions are optional, if applicable.
8. 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](#)

9. 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 on social media; please make sure permissions have been given. 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 *

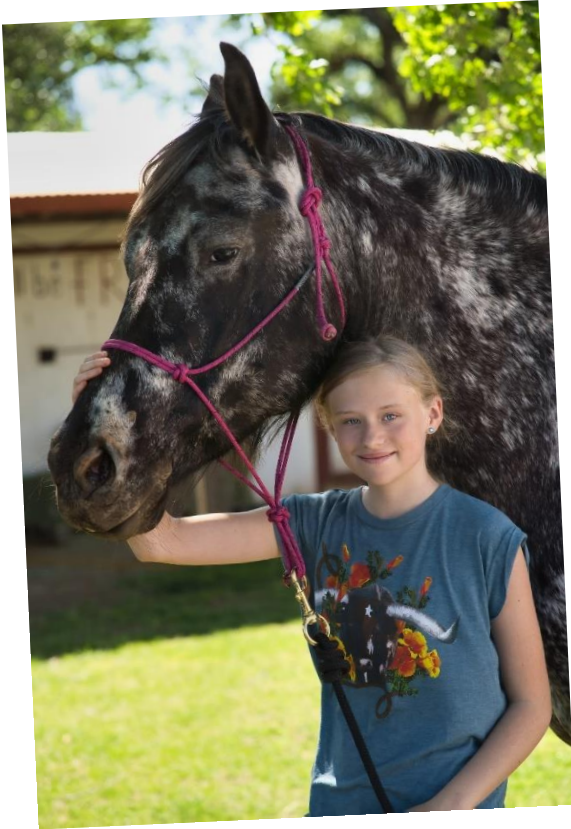
[Replace File](#) 

Maximum File Size: 20MB

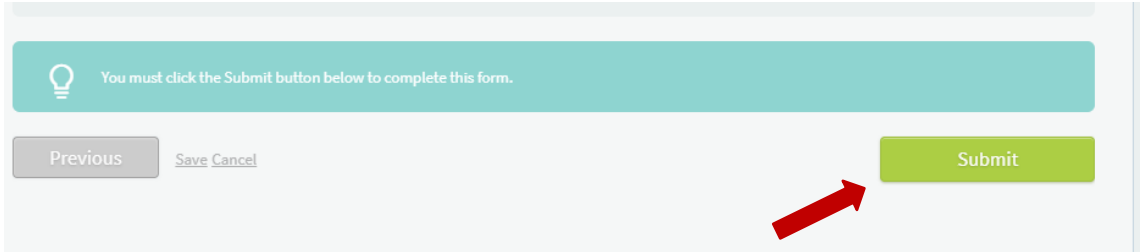
Uploaded File: 20200618_152538.jpg (2.25 MB)

Photo #3 (optional)

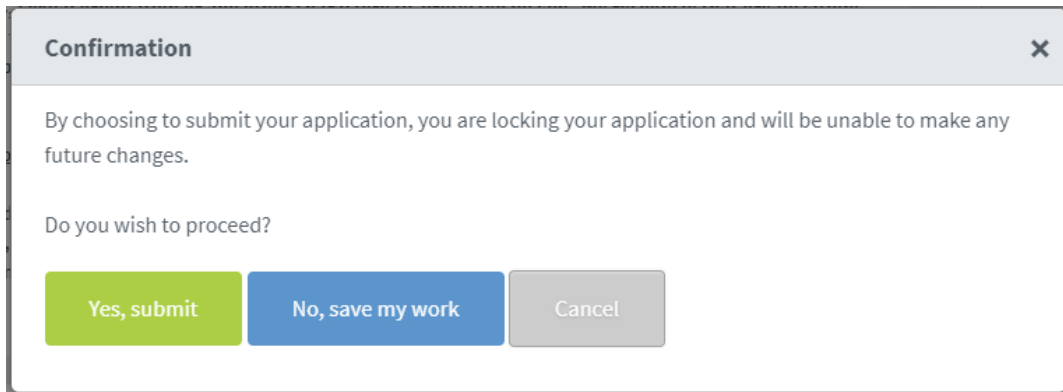
Examples of exemplary photos:



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.



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.



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.' Below this is another line of text: 'Your application is now locked, and you will not be able to make any more changes.' At the bottom is a blue button labeled 'Save Your App'." data-bbox="216 639 771 868"/>