

## STEPS TO SUBMIT YOUR REPORT

1. Login to Grants Gateway
2. Select **Complete a Grant Report** on the Home page
3. Select the grant ID number
4. Click “Details” on the appropriate line (i.e. Interim or Final Report)
5. Complete all sections of the report \*
6. **Submit!**
7. Upload any attachments you wish to include **after** submitting your report

\*Report on your progress toward the outcomes outlined in your award letter from the Foundation. If this grant did not have specified outcomes, refer to the stated purpose of your grant. We appreciate your candor and thoughtful review of your project/program. You can preview the report questions and budgetary report below.

## INTERIM REPORT QUESTIONS

1. Is implementation of your outcomes on track? Please describe any unforeseen circumstances that are affecting the implementation of your outcomes.
2. Do goals or outcomes need to be adjusted at this time? If yes, describe the circumstances and the Foundation will contact you to discuss an adjusted outcome.
3. Complete the budget chart (preview on the next page) to report the current expenditures from your TCF grant and the balance remaining

The Foundation recognizes that circumstances can change affecting the project timeline and /or budget. If you need to request a grant modification (grant period extension or budget reallocation), please complete the Grant Modification Form located on our Grantee Toolkit page or contact us at [grantmgmt@clevelandfn.org](mailto:grantmgmt@clevelandfn.org).

## FINAL REPORT QUESTIONS

1. Describe the results of your project/program/activity outcomes.
2. If there were any unanticipated outcomes (exceeding or falling short of expectations) or changes that had to be made to the project, please describe those circumstances and their impact.
3. Will this project/program/activity continue past the grant period? If yes:
  - How will it be funded in the future?
  - Will there be significant changes based on your learning from work completed during the grant period or from other/new information or circumstances?

# Grant Reporting Instructions



## BUDGET REPORT FOR BOTH INTERIM AND FINAL REPORTS

Please itemize your spending of the **TCF awarded funds only** (Do not include project expenses funded via another source).

For **Final** Reports, the total Balance should be \$0 unless you will be returning unspent funds. Do not submit a Final Grant Report if you need additional time to spend the funding from this grant. You can complete and email a Grant Modification Request Form to request a grant extension or budget reallocation.

Expenses	Cleveland Foundation Dollars Expended to Date	Balance of TCF Funding TOTAL should be \$0 if FINAL Report
Salaries & Wages		
Consultants & professional services		
Travel		
Equipment		
Office Supplies/Materials		
Postage/Mailing		
Indirect Expenses (i.e., rent/occupancy, utilities, maintenance)		
Other		
Capital Expenses (if applicable)		
Land Costs		
Building Costs		
Constructions/Renovation Costs		
Fees		
Equipment		
Other		
TOTAL		
		<b>Total Balance should be \$0 if FINAL Report</b>

Thank you for your thoughtful review and timely submission of your required grant report/s.