



## ONLINE REPORTING FORM INSTRUCTIONS

To access your report, use the same credentials used when applying for your grant:

<https://applyforgrants.calfund.org/>.

Once logged in, under the header Grant Applicant, click “MY AWARDS” on the right hand navigation.

NonprofitConnect 2.0 - California Community Foundation Web Portal

### Welcome Grant Applicant

Use the Grant Applicant menu to get started.

#### Saved Applications

Name	Date	Status
CCF Letter of Intent & Grant Application	3/14/2016	CREATED
CCF Letter of Intent & Grant Application	2/19/2016	CREATED

#### Available Applications

CCF Letter of Intent and Grant Application

The CCF Letter of Intent is available throughout the year. The second stage grant application, is available by invite only.

Welcome Emily of California Community Foundation

- SCHOLARSHIP APPLICANT
- GRANT APPLICANT
  - START A NEW GRANT APPLICATION
  - RETURN TO SAVED APPLICATIONS
  - MY AWARDS

Under “MY AWARDS,” click the appropriate link to open your grant award. It may say “none” next to the Applicant Name, Approved Amount, Status, and Date Submitted.

NonprofitConnect 2.0 - California Community Foundation Web Portal

### My Awards

If you have been awarded any grants they will be listed here. To see all grants awarded to your organization select Show All.

Search Criteria

Proposal	Applicant	Approved Amount	Status	Date Submitted
none	Emily Zietlow	\$1.00	Approved	6/16/2015
TEST	Emily Zietlow	\$100,000.00	APPROVED	8/10/2015

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Within your grant award, you will see some summary information, as well as Follow Up Action named “Online Report” linked to your report at the bottom of the screen.

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### TEST

**Summary**

Date Submitted: 8/10/2015  
 Approved Amount: \$100,000.00  
 Recipient: California Community Foundation

**Status**  
 APPROVED

**Payment Schedule**

Payee	Amount	Scheduled Date	Status	Date Paid	Check #
California Community Foundation	\$100,000.00	1/13/2016	Scheduled		

**Follow-up**

Action	Due Date	Date Completed
Online Report	1/13/2016	

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  - MY AWARDS
- ORGANIZATION ADMIN
- REVIEWER
- GRANT ADMIN
- SITE ADMIN
- MY PROFILE
- LOG OUT

Click Online Report to access the reporting form. If desired, you can save & exit, then return later using the above instructions. Click Submit at the bottom of the report when complete. If you have any questions about accessing the report, please contact the Grants Management Group at 213-239-2330 or [grantsmanager@calfund.org](mailto:grantsmanager@calfund.org).