



Online Reporting Instructions for Grantees

To complete your required reporting online, go to http://www.grantrequest.com/SID_1411 and login to your account to access your reports. Use your email address and password that you created for your “My Account” page.

- Click on the “Requirements” link, located near the top of the screen.

Greater Pine Area Endowment
Isle Area Community Foundation
Longville Area Community Foundation
Morrison County Area Foundation
Rum River Community Foundation
Staples Motley Area Community Foundation
Three Rivers Community Foundation
Sauk Rapids-Rice Education Foundation
Pillager Education Foundation

Change E-mail/Password Contact Us Exit

Applications Requirements

Applications

The applications listed are either "In Progress Applications" or "Submitted Applications" from your organization. To view a different list, use the "Show" drop down menu on the right side of the screen. You will not be able to make any changes to your submitted applications. You may view your application by clicking on the Application Name of the record you would like to view.

Show In Progress Applications

Application Name	Project Title	Requested	ID	Last Updated	Action
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- Click on the appropriate Reporting Form.
- Once you click on the correct Reporting Form, you will be taken to the form.

Completing the Reporting Form

- You can navigate between pages by clicking “Next” at the bottom of each screen, or by clicking the page number at the top of each screen.
- If you are unable to complete the entire report, you have the option of saving your work and completing the report at a later time.

Save & Finish Later Option

- Clicking on the “Save & Finish Later” button at the bottom of the page allows you to save your work and come back to it at another time.
- You will be brought to your “My Account” page where you will see the name of the report and the date it was last updated.
- There is no “log out” button. You will automatically be logged out when you close your web browser.

When You Have Completed Your Report

- If you would like a copy of your report, click on the “Printer Friendly Version” button in the upper right corner to print a copy for your records.
- To submit your report, go to the last page of the report, click on “Review & Submit” at the bottom of the page.
- Review the report to be sure you have included all information. If you have omitted any required information, you will be notified at this time.
- Click on the “Submit” button. The report will be sent automatically to the Initiative Foundation.