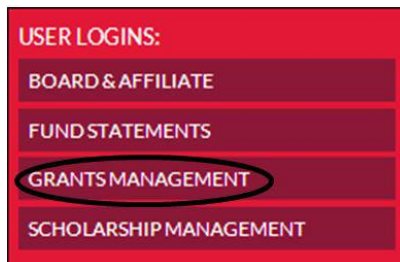




## Online Grant Reporting Tutorial

1. Go to [www.alaskacf.org](http://www.alaskacf.org)
2. Scroll to the bottom of the home page, right-hand side, and click on **Grants Management** to log in.



3. **Login** - Login with your username and password. This is the same online system that you used to apply for a grant. Your username is your email address. If you forgot your password, click the link titled, "Forgot Your Password?"

**Logon Page**

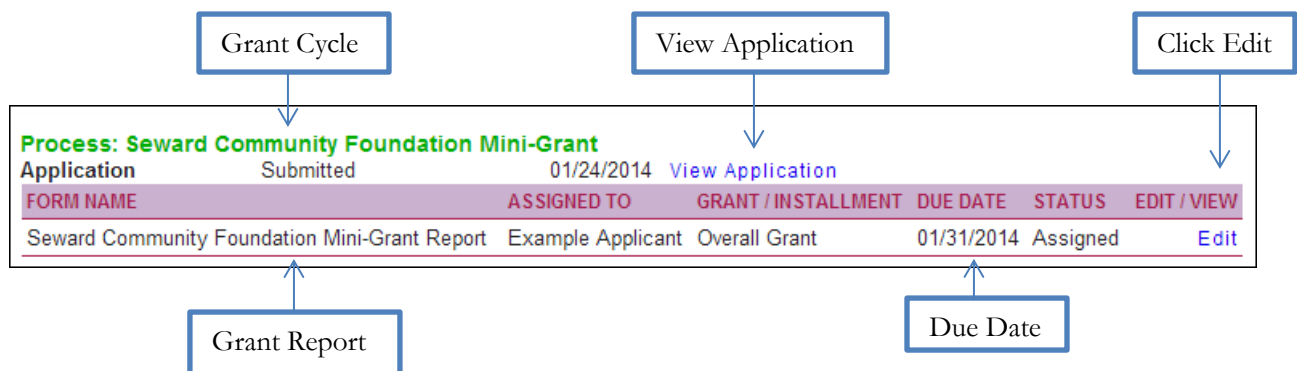
Email Address\*  ?

Password\*  ?

[Forgot your Password?](#)

or

4. Once logged in, you will see the grant cycle in which you were rewarded. Note that you have an assigned report and due date. You can also view your application, for reference. Open the report to complete it by clicking on the Edit link, to the right-hand side.





- Once you open the report, complete all the questions and attach media (photos, letters, etc.).

**Application**

**Due Date**  
01/31/2014

**Project Name\***  
Name of Project  
Test

**Basic Information**  
After your grant project is done, please complete the report below.  
Please read the communication guidelines that you will use as a grantee of the Seward Community Foundation. Please see below:  
[SCF's Communications Guidelines](#)

**Name of Organization\***  
\_\_\_\_\_

**Program/Project Title:\***  
\_\_\_\_\_

**Contact Person:\***  
\_\_\_\_\_

- Sign and date the completed form, then hit the “**Submit FollowUp**” button to submit your online grant report. Once you submit the final report, your online grant reporting is completed for this cycle.

**Certification**  
I certify to the best of my knowledge and belief that the above statements are true and correct.

**Signature of Responsible Party:\***  
\_\_\_\_\_

**Title:\***  
\_\_\_\_\_

**Date\***  
\_\_\_\_\_

Complete your Mini-Grant Final Report for the Seward Community Foundation by hitting the "Submit" button at the bottom of this page.

Thank you!

Thank You!

Pub: 01/24/2014