Online Grant Reporting Tutorial

1. Go to 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?”

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

6. 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.