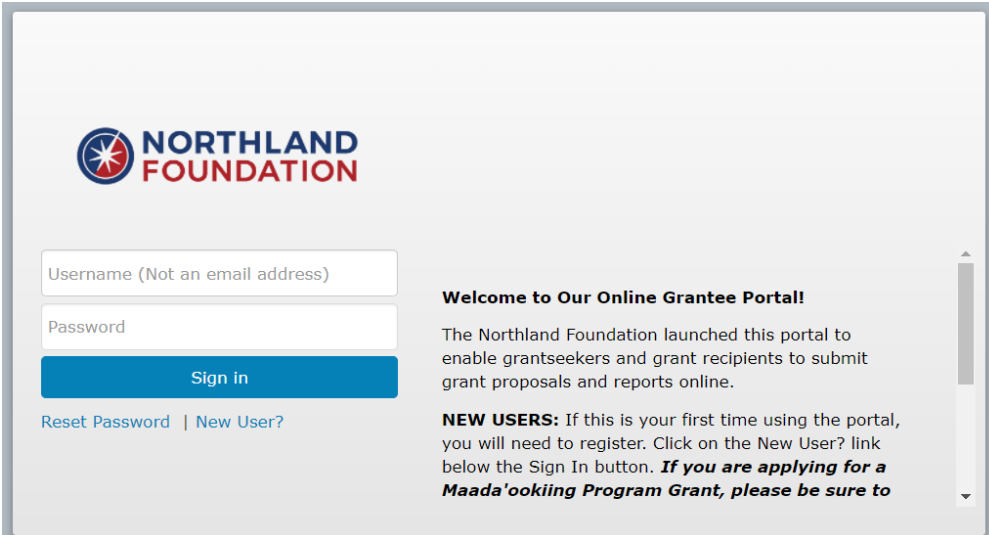**MAADA'OOKIING GRANTS**
FINAL REPORT INSTRUCTIONS

The Northland Foundation requires you to submit a final report on the activities, outcomes, and financial expenditures of your project. When you submitted your grant application, we asked you for your project start and end date. Final reports are typically due one month after the project end date.

The report due date is included on your award letter and can be found on the grant portal as well. You will receive automated reminder emails approximately one month prior to the due date.

Final reports are submitted on the Grantee Portal. Below are instructions on how to access and submit your report.
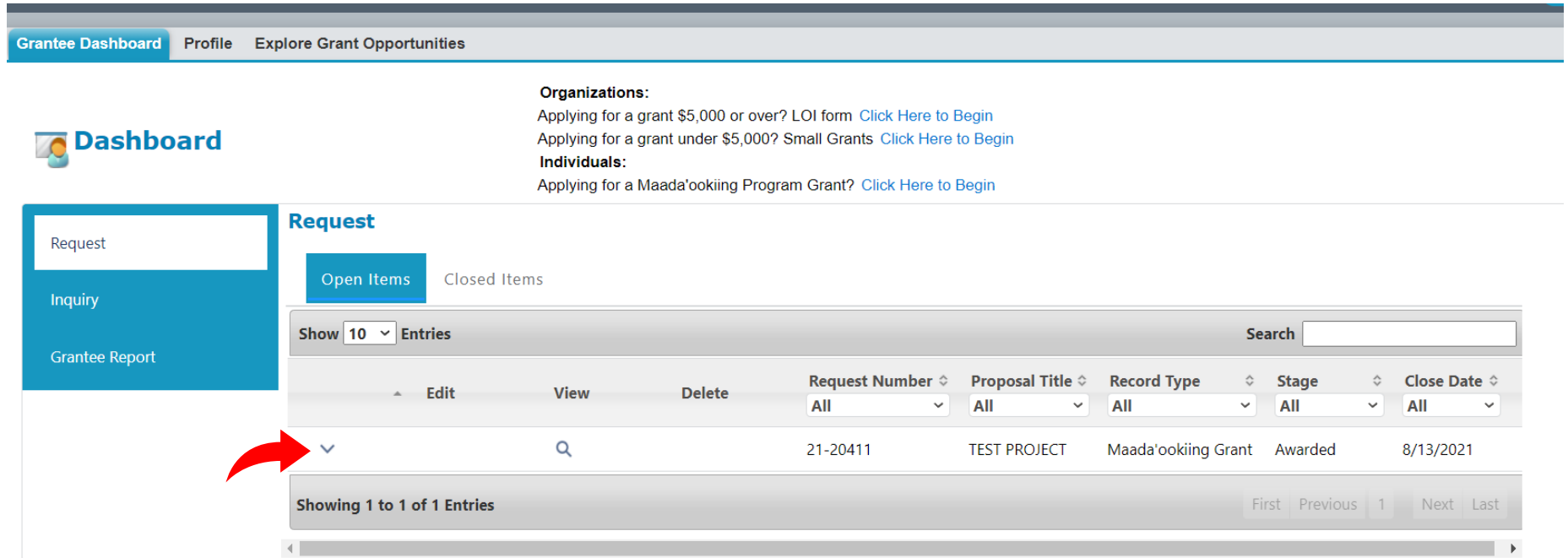
1. **Log into the Grantee Portal**
    a) Go to www.northlandfdn.org
    b) Hover over GRANTS at top left of page.
    c) Click on APPLY/REPORT link.
    d) Scroll down and click on Manage Grants & Reporting button.
    e) Log into the portal with your Username and Password to get to your Dashboard. If you cannot remember your Password, click on the blue Reset Password link below the blue Sign in button and follow the instructions. If you cannot remember your Username, please contact Carol Chipman at carolc@northlandfdn.org. This will bring you to your personal Dashboard.

Dashboard View

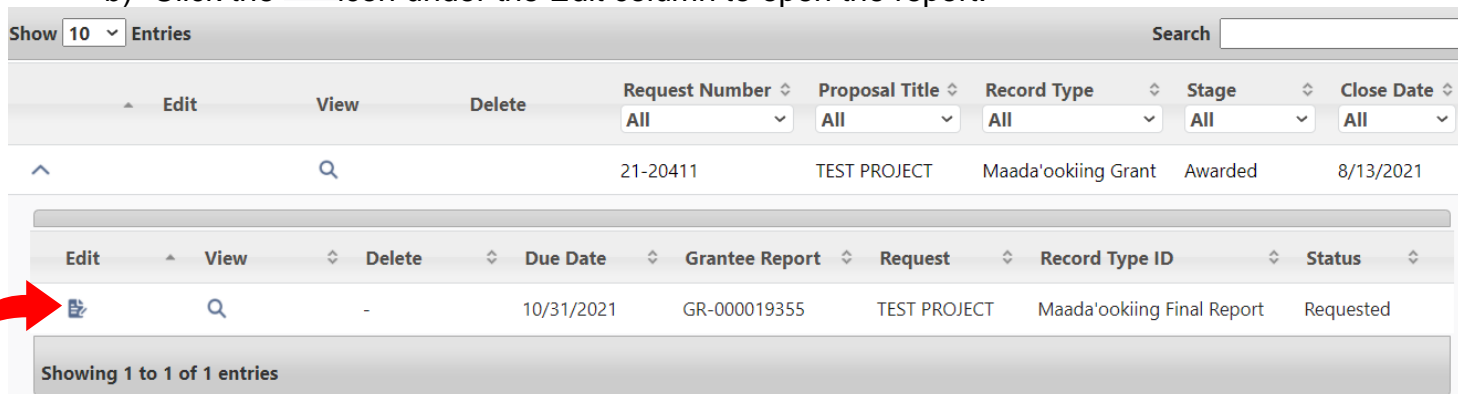Your dashboard will list all of the grants your grants that have been Awarded, Submitted, Declined or In Progress.

2. **Find the Grant Report to Complete**
    a) Click the down arrow next to the grant you want to report on.

    b) Click the [icon] icon under the Edit column to open the report.

3. **Report Narrative tab**
Several fields on this tab are auto-populated from your grant application. Any question that has a red asterisk (*) on the far right hand side is a required field and you will not be able to submit your report until it is completed.
   a) **Review the report questions then type up and save your answers to a document on your computer.** This prevents you from losing your report in the event you are accidentally logged out of the portal or timed-out.
   b) Copy and paste your answers to the report questions. **If you are unable to complete your report in one sitting, make sure to save your report before logging out of the portal. The blue Save button is at the bottom left hand corner.**
   c) Click the blue Save & Next button at the bottom left hand corner to move on to the Attachments tab.

4. **Attachments tab**
This is where you will upload your Final Project Budget Report and any other attachments you would like to submit with your report.
   a) **Download the Final Project Budget Report**
   We provide the Project Budget Report template in Word, Excel, and PDF format. Click on the version you would like to use. The document will open on your screen. Click on the Download link at the top of the page and save to your computer.
   b) Complete the budget report and save to your computer.
   c) When you are ready to upload the report, click on the blue Choose file button. This will open to documents on your computer. Select the report and click the Open button. The name of the report will appear under the Choose file button.

[Click Here to Download the Template in Word](#)

[Click Here to Download the Template in Excel](#)

[Click Here to Download the Template as a PDF](#)

Sr. Number	File Name	-	Created Date	Action
No Attachments				

Choose file **Upload**

TEST Small Grant Project Budget (5).doc

d) Click on the blue Upload button. Once it is downloaded, the report will be visible above the blue buttons.

e) **Optional Attachments**
Use this section to upload additional attachments that you would like to share, such as pictures. File size must be 5MB or less in Word, Excel, PDF, .jpeg or .gif. Follow c) from above to upload any attachments.

f) Click the blue Save button.

g) To review your report before submitting, click the blue Review/Submit button in the top right hand corner. This brings you to a review page where you can see what you have entered. If you would like to edit the report, click on the blue Back to Record button and make your edits. You can also print your report using the Print button before you submit.

h) When you are ready to submit, click the blue Submit button. Once you submit your report, you will not be able to make any edits or changes. If you submitted in error, please contact Carol Chipman to re-open your report.

5. **View your submitted report**
You can view your report by clicking the Grantee Dashboard link in the upper left hand corner.

a) Follow the instructions used for #2

b) Click on the magnifying glass icon under the View column. This will bring you to your report to view or print for your records.

Request

Open Items	Closed Items

Show [10 ▾] Entries   Search [   ]

	Edit	View	Delete	Request Number ⇕	Proposal Title ⇕	Record Type ⇕	Stage ⇕	Close Date ⇕
▲				All ▾	All ▾	All ▾	All ▾	All ▾
	📝	🔍		21-20497	TEST	Special Initiatives Application	In Progress	10/18/2021
⌃		🔍		21-20411	TEST PROJECT	Maada'ookiing Grant	Awarded	8/13/2021

Edit	▲	View	⇕	Delete	⇕	Due Date	⇕	Grantee Report	⇕	Request	⇕	Record Type ID	⇕	Status	⇕
-		🔍		-		10/31/2021		GR-000019355		TEST PROJECT		Maada'ookiing Final Report		Submitted	

Showing 1 to 1 of 1 entries