

MAADA'OOKIING GRANTS FINAL REPORT INSTRUCTIONS

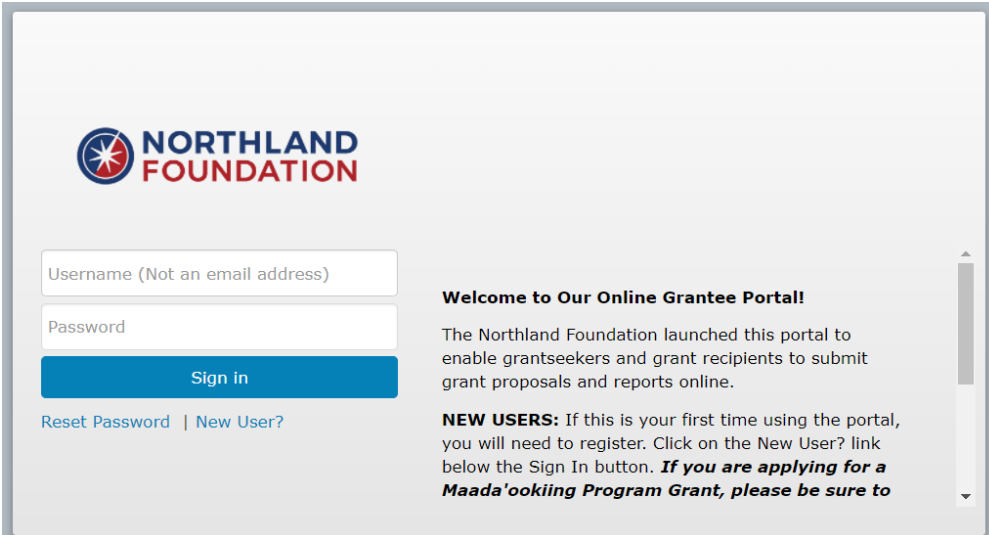
The Northland Foundation requires you to submit a final report on the activities, outcomes, and financial expenditures of your project. When you submitted your grant application, we asked you for your project start and end date. Final reports are typically due one month after the project end date.

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

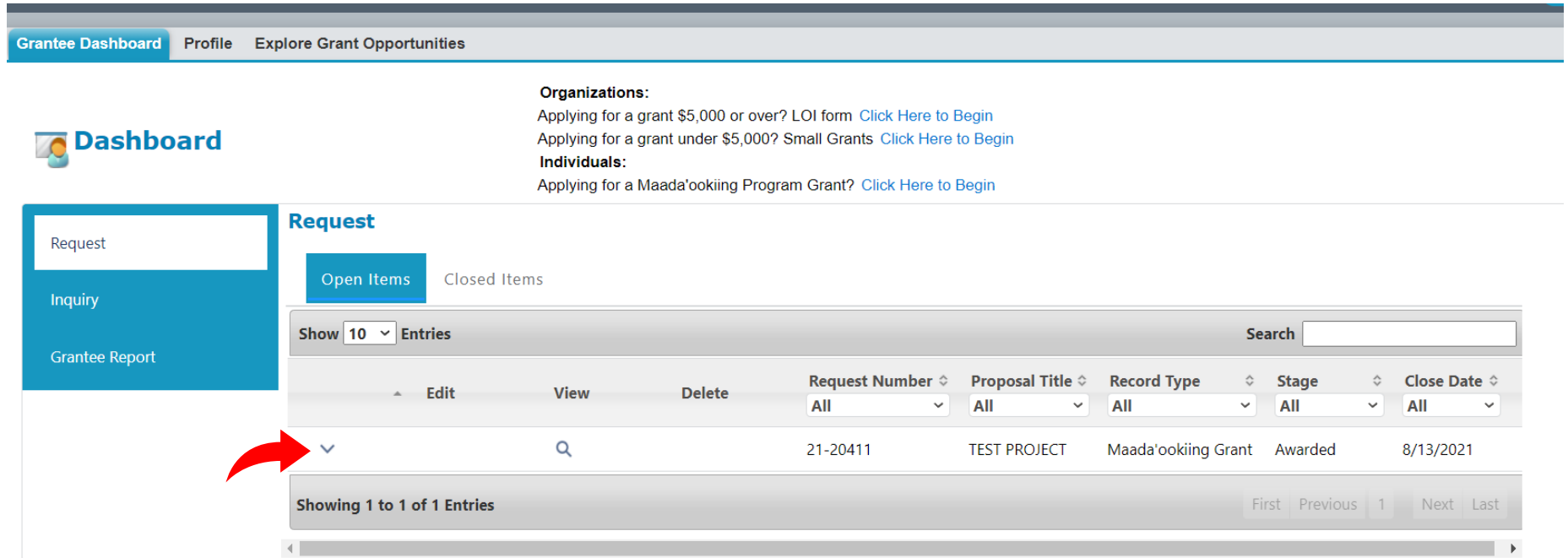
- a) Go to www.northlandfdn.org
- b) Hover over GRANTS at top left of page.
- c) Click on APPLY/REPORT link.
- d) Scroll down and click on Manage Grants & Reporting button.
- e) Log into the portal with your Username and Password to get to your Dashboard. If you cannot remember your Password, click on 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.



The screenshot shows the login interface for the Northland Foundation Grantee Portal. On the left, there is a logo for the Northland Foundation, consisting of a blue circle with a white star and the text "NORTHLAND FOUNDATION" in blue and red. Below the logo are two input fields: "Username (Not an email address)" and "Password". A blue "Sign in" button is positioned below the password field. Underneath the button are two links: "Reset Password" and "New User?". To the right of the login fields, there is a "Welcome to Our Online Grantee Portal!" message. Below this message, it states: "The Northland Foundation launched this portal to enable grantseekers and grant recipients to submit grant proposals and reports online." Further down, there is a "NEW USERS:" section that reads: "If this is your first time using the portal, you will need to register. Click on the New User? link below the Sign In button. ***If you are applying for a Maada'ookiing Program Grant, please be sure to***" followed by a downward-pointing arrow.

Dashboard View


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

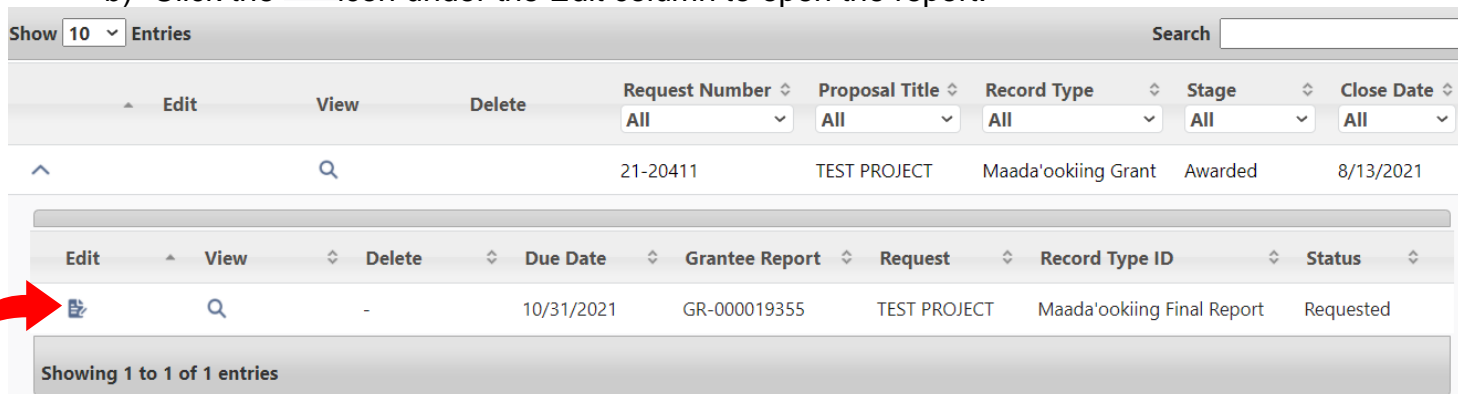


The screenshot shows the Grantee Dashboard with a navigation menu on the left containing 'Request', 'Inquiry', and 'Grantee Report'. The 'Request' section is active, showing 'Open Items' and 'Closed Items' tabs. Below the tabs is a table with columns: Request Number, Proposal Title, Record Type, Stage, and Close Date. A red arrow points to a dropdown arrow next to the first row of the table.



Request Number	Proposal Title	Record Type	Stage	Close Date
21-20411	TEST PROJECT	Maada'ooking Grant	Awarded	8/13/2021

2. Find the Grant Report to Complete

- Click the down arrow next to the grant you want to report on.
- Click the  icon under the Edit column to open the report.



The screenshot shows a detailed view of the grant report table. The table has columns: Edit, View, Delete, Due Date, Grantee Report, Request, Record Type ID, and Status. A red arrow points to the document icon in the 'Edit' column of the first row.

Edit	View	Delete	Due Date	Grantee Report	Request	Record Type ID	Status
		-	10/31/2021	GR-000019355	TEST PROJECT	Maada'ooking Final Report	Requested

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			
<input type="button" value="Choose file"/> <input type="button" value="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
				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

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