

Copy of Progress Report- HPHP

Online Report Instructions

Welcome to the Elmina B. Sewall Foundation online grant reporting system.

Please review the following instructions on how to use the online report before you begin.

1. If you wish to view the report form in its entirety before filling it out, you may select the 'Printer Friendly Version' link at the top of this page. Please note that the 'Attachments' page (page 4) will not be included in the printed version. You may view that page by clicking on the page link above.
2. To begin the report process, select the 'Next' button at the bottom of this page.
3. Verify you are using the correct report. Each report is tied directly to the specific grant awarded and corresponding due date. Page 2 of the report form will auto-populate with the grant award information including the report due date, award amount, award date, project title, proposal brief, and outcomes.
4. To save your work select the 'Save & Finish Later' button at the bottom of any page. It is recommended that you frequently select this button to save your work as you are filling out the report.
5. To return to a saved report, select the 'My Account' link from the Sewall Foundation website. You will need the email address and password of your organization's account to access the saved report.
6. You may share a copy of your draft report with others in your organization by selecting the 'Email Draft' link at the top of any page.
7. When you are ready to submit your online report to the Foundation, select the 'Review & Submit' button on the Attachments page. You will then have an opportunity to review your full report. After reviewing, you MUST select the 'Submit' button at the bottom of the page. A screen will appear confirming the success of your submission. You will also receive an email confirming your submission, including a copy of the completed report.

****Please note, this section auto-populates with content from your grant application and is not editable.**

This Report must be submitted on or before the following date as per the terms of grant:

Organization Name

Project/Proposal Title

Proposal Brief

Outcomes

Grant Amount

Grant Award Date

Report Narrative

Project Update

Please provide a brief project update.

Project Changes

If your work is not progressing as anticipated and described in your grant proposal please explain what has changed, the reasons for the change, how you are responding, and what impact you expect the change to have on your stated goals.

Use of Funds

Please provide an update on use of Sewall Foundation funds to date. Be sure to note discrepancies from your original proposal if any. If you wish to attach a separate accounting sheet you may do so at the end of this report.

Benchmarks

If receipt of funds from the Sewall Foundation is contingent upon meeting certain fundraising or other benchmarks please note your progress to date in reaching those benchmarks.

Additional Information

Is there anything else you would like to share with us at this time?

