

Grant Programs Online Reporting Guidelines

Use these guidelines to submit reports for grant awards from the **Community Grants Program, GLBT Community Projects Fund, State Attorney's Denise Moon Memorial Fund, State Attorney's Fund for a Safer & Healthier Community** and **Hurricane Relief & Recovery Funds**, Along with these guidelines, you should also download the Foundation's [Grant Programs Financial Report Form](#).

Go to our [Submittable](#) platform to complete and submit your report online. New users just need to provide an email and create a password.

Below is the information you will provide online. Along with the informational and narrative questions, you will upload your Grant Programs Financial Report Form. We recommend you draft narrative questions responses in a word processing program first; each has a **150-word limit**. Then copy your responses into the online form.

Organization Information

- Organization Name
- Primary Contact Full Name
- Primary Contact Email

Project Information

- Grant Program (the one this award is from)
- Project Name
- Focus Area (these will automatically appear for selection based on your Grant Program)
- Grant Award Year
- Interim or Final Report

Narrative Questions (there is a **150-word** limit for each question)

1. Summarize the main proposed activities and how many people are expected to be reached with each main activity for the full grant period. (Use bullets)
2. What is the progress so far in implementing these main activities and how many people have actually been reached to date for each activity?
3. Is the project on target or behind where you planned to be at this point? If behind, please explain why and how you plan to get back on track.
4. What were the key measureable results, with quantifiable benchmarks, that were set to gauge your impact? For each one, state the results so far. (Use bullets)
5. Summarize key factors that have aided your success and challenges you have encountered. Share any course corrections made and lessons learned.
6. Have there been any significant changes to the original project budget? If so, what were they?
7. Share a brief story that illustrates the impact of your work. (Optional)
8. Upload your Grant Programs Financial Report Form.

If you have questions, please contact the director of programs and grants administration, Lindsey Linzer at LLinzer@miamifoundation.org.