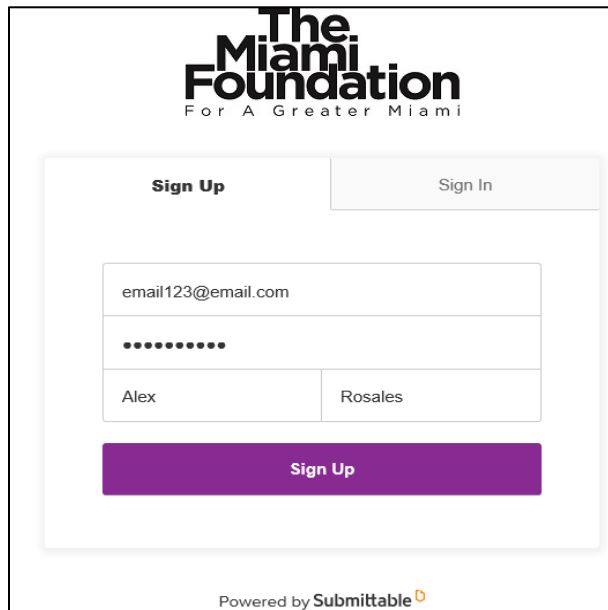


## Using Submittable for Grant Reports – New Users

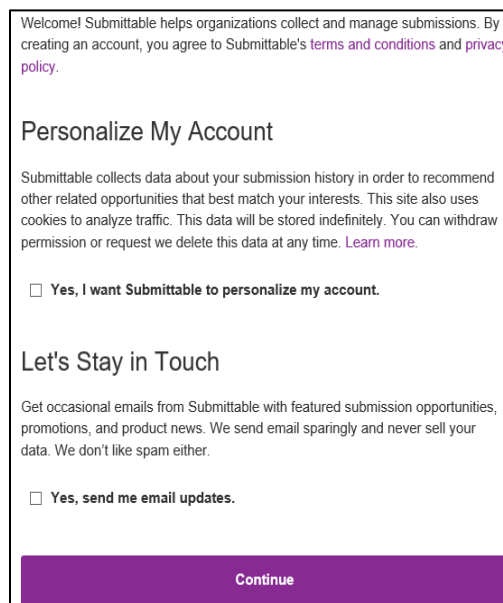
Use the below steps as a guide to create an account with [Submittable](#) as you prepare to complete your grant report(s).

1. **Create your account** by following the link above. Provide your email address, a password, first name, and last name.



The screenshot shows a web form for creating an account. At the top is the logo for 'The Miami Foundation For A Greater Miami'. Below the logo are two tabs: 'Sign Up' (active) and 'Sign In'. The form contains the following fields: an email address field with 'email123@email.com', a password field with ten dots, a first name field with 'Alex', and a last name field with 'Rosales'. A purple 'Sign Up' button is positioned below the fields. At the bottom of the form, it says 'Powered by Submittable' with the Submittable logo.

2. **Click “Sign Up”**. You will then be directed to optional questions Submittable asks of new users. You do not have to opt-in to any of the requested information.



The screenshot shows a confirmation screen with the following text: 'Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).' Below this is the heading 'Personalize My Account' and a paragraph: 'Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more](#).' There is a checkbox labeled 'Yes, I want Submittable to personalize my account.' Below that is the heading 'Let's Stay in Touch' and a paragraph: 'Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.' There is a checkbox labeled 'Yes, send me email updates.' At the bottom is a purple 'Continue' button.

3. Click **“Continue”**. You will be taken to the [Grant Programs Reports](#) landing page.

As you scroll down, there will be questions for you to complete as outlined in the Grant Programs [Reporting Guidelines](#). Make sure to select the correct program for which you are submitting a report for.

**Project Information**

**Grant Program: \***


- Community Grants
- Hurricane Relief + Recovery Funds
- LGBTQ Community Fund
- State Attorney Denise Moon Memorial Fund
- State Attorney's Fund for a Safer and Healthier Community
- The Jorge M. Pérez Family Foundation
- Animal Welfare and Animal-Assisted Program

4. **Complete your report.** Depending on the program you click, different questions will populate. This is the **Narrative** portion of your grant report that you should complete.

At the end of the report, you will be asked to attach your **Financial Report Form** that you download from the [Grant Programs Reports](#) page.

**Financial Report**

Acceptable file types: **pdf, doc, docx, xls, xlsx.**



Please let us know how grant funds have been used towards achieving the purpose of this grant.

Select up to 3 files to attach. No files have been attached yet.

**Other Attachments**

Acceptable file types: **pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp3, mp4, m4a, zip, tif, tiff, png, wpf, odt, wav, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, 3gp, flv, webm, psd, ai, mobi, epub, wmv, eps, key, ogg, aac, flac, aiff, wma, mkv, musx, ibooks, iba, tex, bbl, ltx, m4v, svg, fdx, dwg.**

Feel free to share additional project related materials here.

Select up to 10 files to attach. No files have been attached yet.

5. **Submit your report.** When you are ready to submit your report click **“Submit”** at the bottom of the page. If you're not ready to submit and want to return to the report later, you can click **“Save Draft”**.
6. **Accessing saved reports.** When you log back in, you can track your save and submitted reports under **“Submissions”** on the top left of side of your page. There you will have the opportunity to return to Saved Drafts and those that have been reviewed by staff at The Foundation as shown below

### My Submissions

[All Submissions](#)
[Active](#)
[Accepted](#)
[Declined](#)
[Withdrawn](#)
[Saved Drafts](#)

Sort by **date (newest to oldest)**

<b>Received</b>	<a href="#">Friendship Forest - Amanda Lovelee</a>	Knight Green Line Challenge - Knight Green Line Challenge Ye...	08/10/2017
<b>Received</b>	<a href="#">SPPE-15-150622 - E=MC2</a>	Knight Green Line Challenge - Knight Green Line Challenge Ye...	08/02/2017

2 results

**USER ACCOUNT**

- Submissions
- Settings
- Help & Support
- Release Notes
- Sitemap
- Logout

Powered by [SubmitTable](#)

If you have questions, please contact the director of programs and grants administration, Lindsey Linzer at [LLinzer@miamifoundation.org](mailto:LLinzer@miamifoundation.org).