BETHANY LEGACY FOUNDATION

Grant Impact Report - Instructions to Access and Complete

As a part of receiving funding from Bethany Legacy Foundation, organizations are expected to submit one or more impact reports. These reports are an opportunity for the grant recipient to share about their outcomes and lessons learned, including from any unexpected challenges that lead to unexpected outcomes. The exact criteria that an organization reports on will be chosen by the organization's staff, in partnership with Bethany Legacy staff; when possible, reporting criteria that the organization already collects will be used.

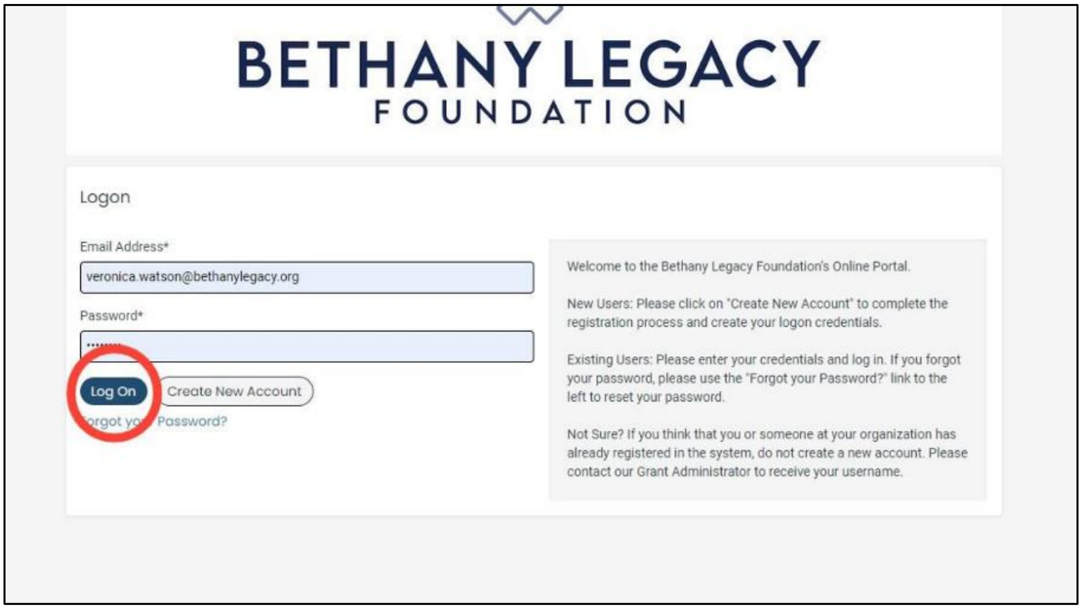
Grant recipients should receive email reminders about reports that are due 30 days before their report due date(s).

- If the grant is for one year, the organization only needs to submit one Final Impact Report at the end of the project.
- If the grant is for multiple years, the organization needs to submit an Interim Impact Report each year that the project is active, and then a Final Impact Report when the project is complete.

When you are ready to start or review your organization's impact report, follow the steps below:

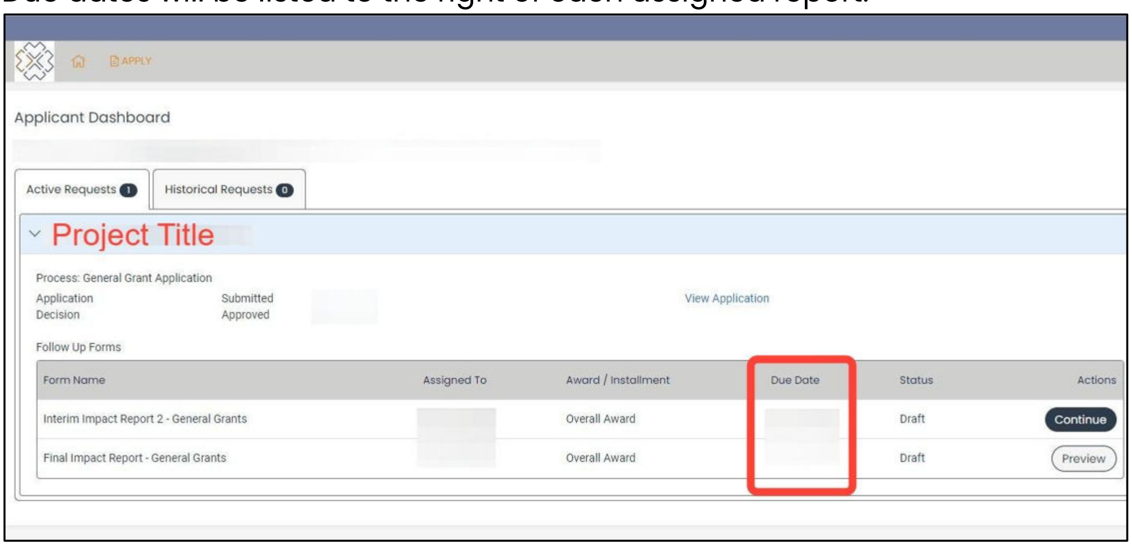
1. Go to https://www.grantinterface.com/Home/Logon?urlkey=blf

2. Enter your email and password. Click "Log On." If you have forgotten your password, you can click the blue text "Forgot your Password?" below the "Log On" button.

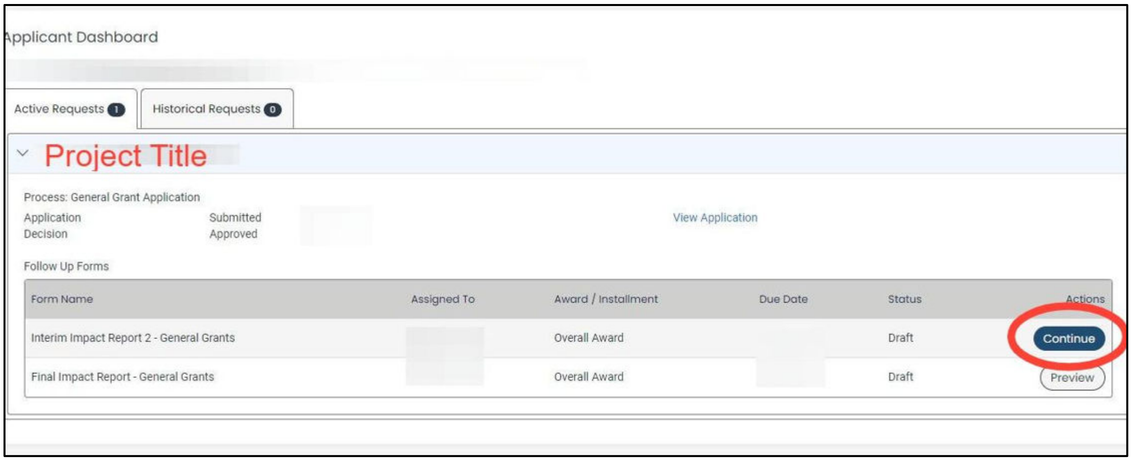


3. When you log in, you'll land on the "Applicant Dashboard." Here you should see your grant request; if you have been awarded multiple grants, you should see each request on this dashboard.

Due dates will be listed to the right of each assigned report.



4. When you are ready to review or complete the relevant report, click "Continue."



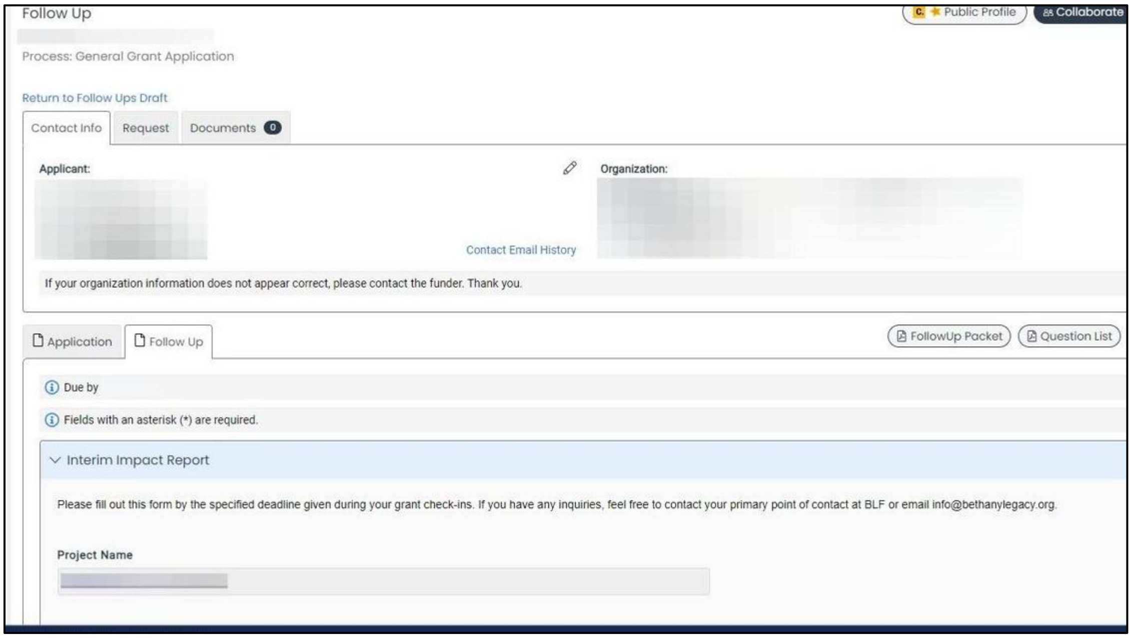
There are three types of impact reports that a grantee can be assigned. **You can identify your type in the report name on the left side of the Follow Up Forms table.** For more information about your specific report form, skip to the section that provides instructions for your assigned report(s):

You can also review videos for each specific type of report here:

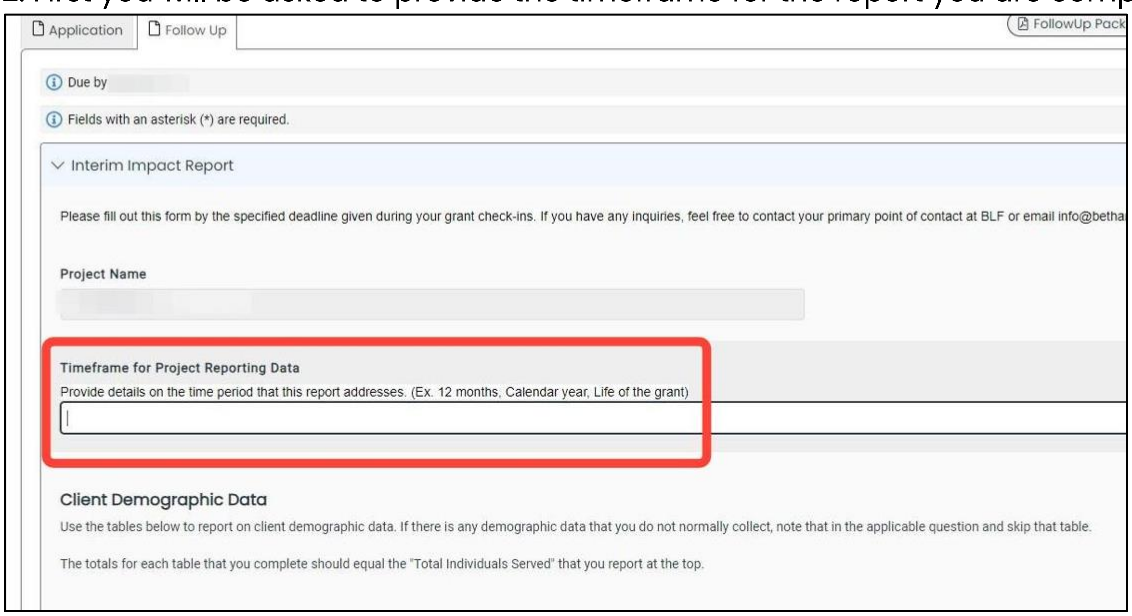
- General Grant Reporting Instructions: https://youtu.be/JBKiECjSSBw
- Planning and Public Space Grant Reporting Instructions: https://youtu.be/KUBVgQAOaIQ
- Special Grant Reporting Instructions: https://youtu.be/_-3N9R8P8Ng

Interim and Final Impact Reports – General Grants

1. After you click “Continue” for your report form, you will land on a page that looks like this. Scroll down to see the questions you need to complete.

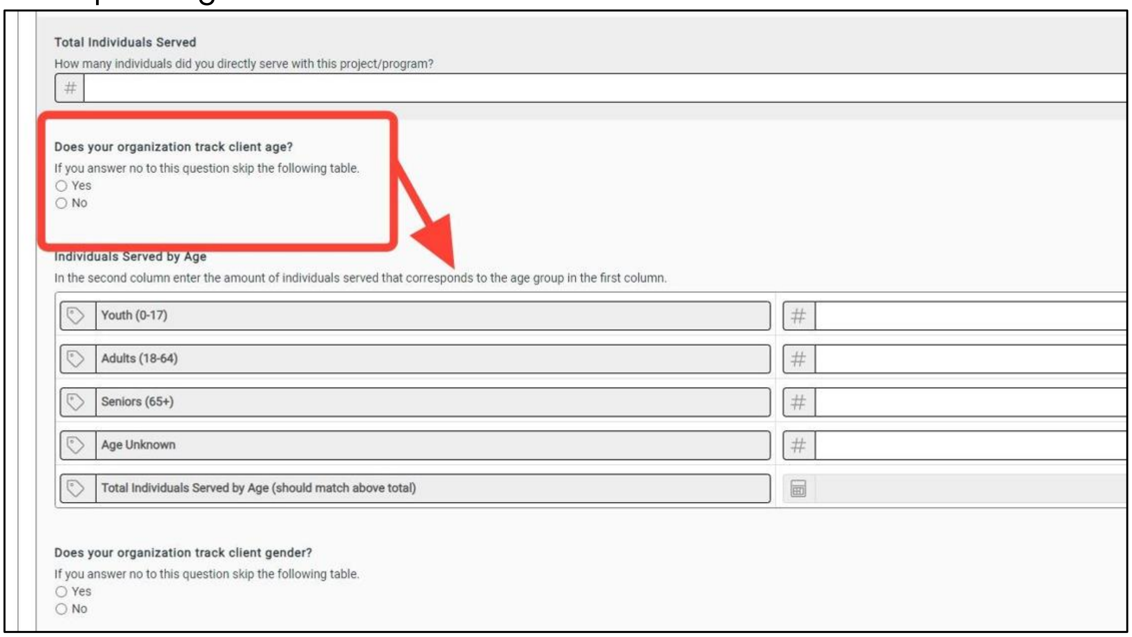


2. First you will be asked to provide the timeframe for the report you are completing.

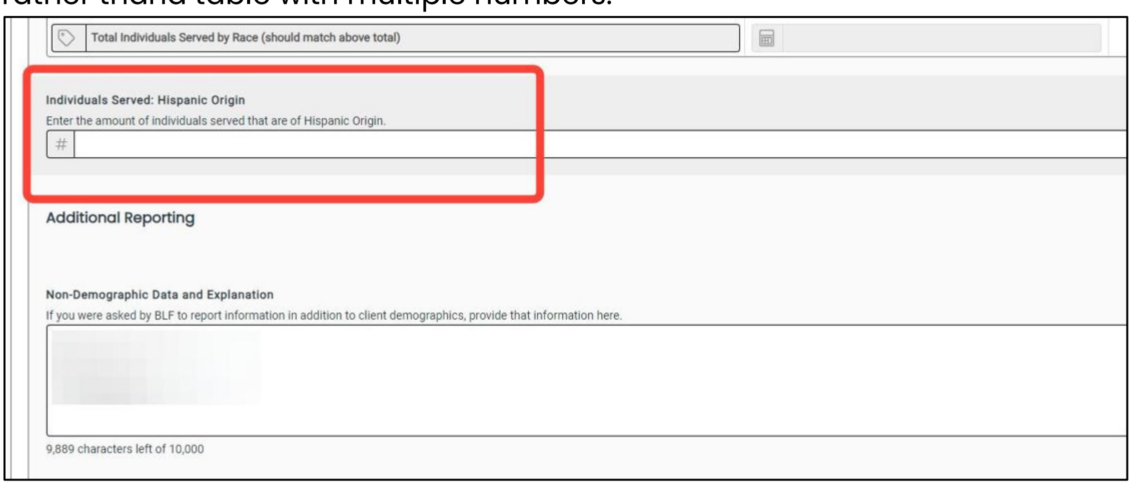


3. You will then be asked about the number of individuals you served overall, followed by a series of questions asking you to breakdown those individuals by different demographic categories. The totals for each category (age, gender, race) should equal the "Total Individuals Served" you report at the top.

Before each demographic category, the form asks if your organization tracks that specific client demographic. If your organization does, you can answer "Yes" then fill out the table below it. If your organization does not, you can answer "No" and skip the corresponding table.

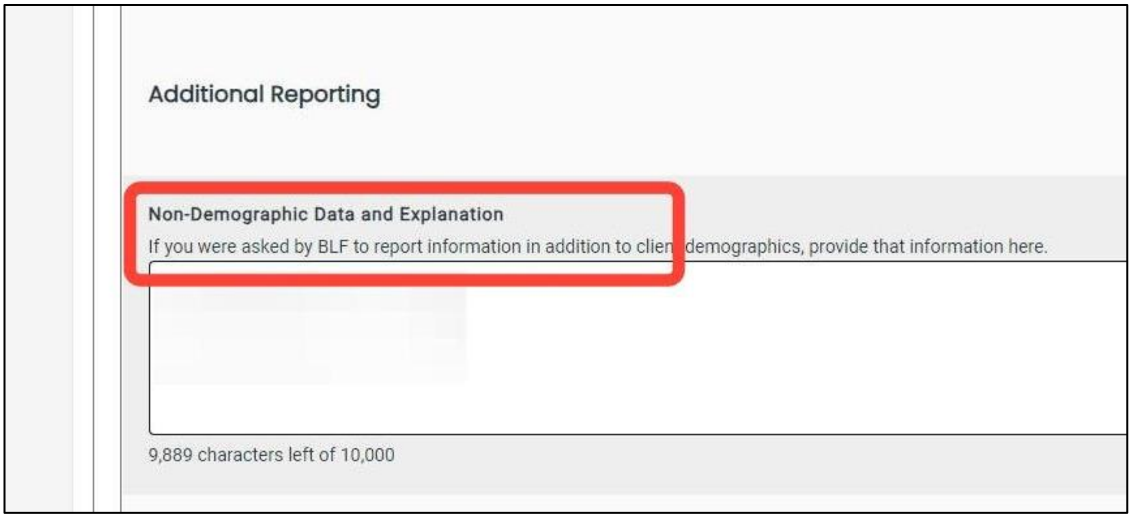


4. At the end it asks for individuals who are of Hispanic Origin, as a single number, rather thana table with multiple numbers.



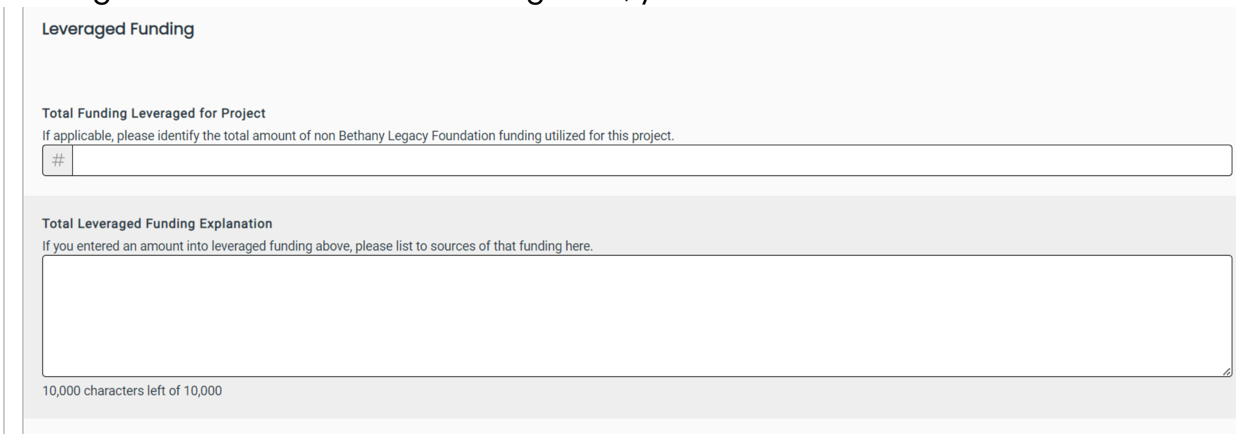
5. In addition to client demographic information, you may have been asked by Bethany Legacy to report additional items specific to your project. Those items should be listed under "Non-Demographic Data and Explanation."

If your ability or plans to collect data changes at any time during the term of your grant, please let BLF staff know so your report can be updated.



6. For a narrative overview of what has been done with your grant, there is a section for "Key Takeaways."

7. On the Final Impact Report ONLY, you will be asked to identify any additional funding that was used to complete the project, NOT including Bethany Legacy funding. If there was no other funding used, you can leave this section blank.



Leveraged Funding

Total Funding Leveraged for Project

If applicable, please identify the total amount of non Bethany Legacy Foundation funding utilized for this project.

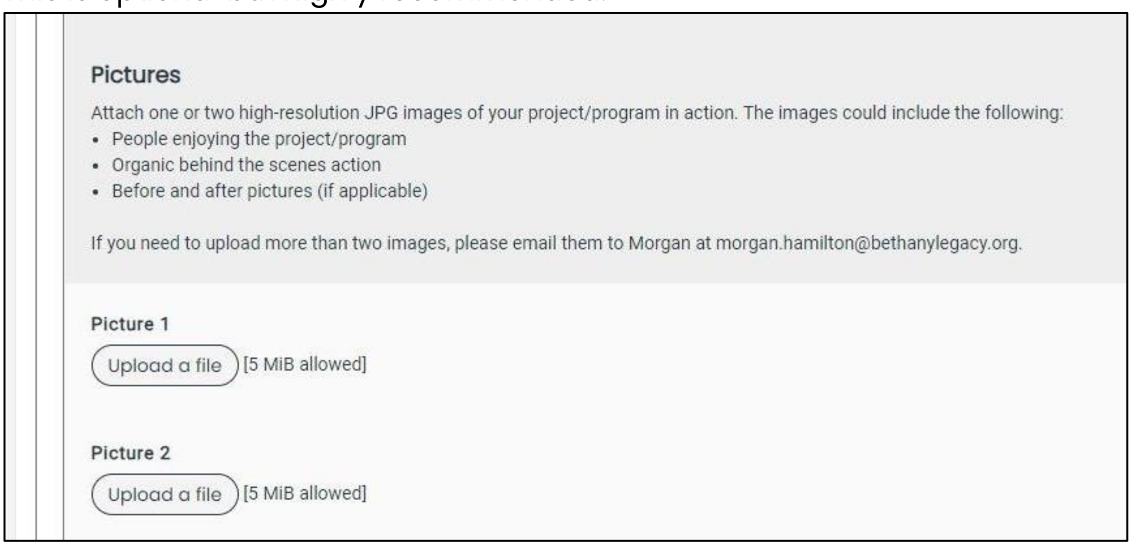
#

Total Leveraged Funding Explanation

If you entered an amount into leveraged funding above, please list to sources of that funding here.

10,000 characters left of 10,000

8. The next section is to upload 1-2 pictures if you have any to share of your project. This is optional but highly recommended.



Pictures

Attach one or two high-resolution JPG images of your project/program in action. The images could include the following:

- People enjoying the project/program
- Organic behind the scenes action
- Before and after pictures (if applicable)

If you need to upload more than two images, please email them to Morgan at morgan.hamilton@bethanylegacy.org.

Picture 1

Upload a file [5 MiB allowed]

Picture 2

Upload a file [5 MiB allowed]

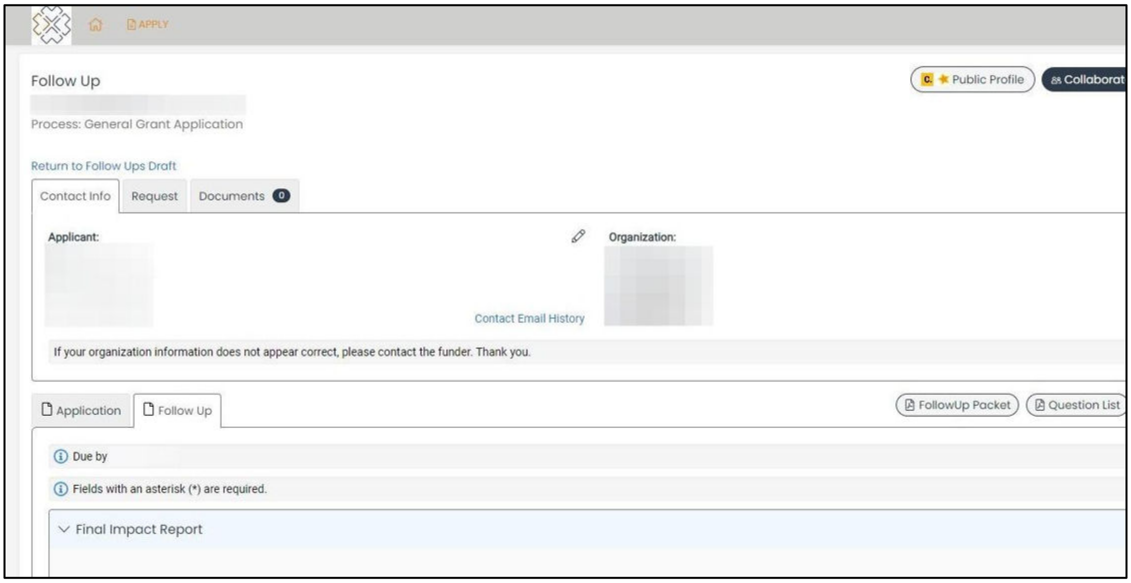
9. The final section is for an additional document, if you have any to share that you think helps tell the story of your project. This section is completely optional.

10. At the very bottom of the report, you have the option to "Save Follow Up," which means you can save your progress so far and come back to make additional edits.

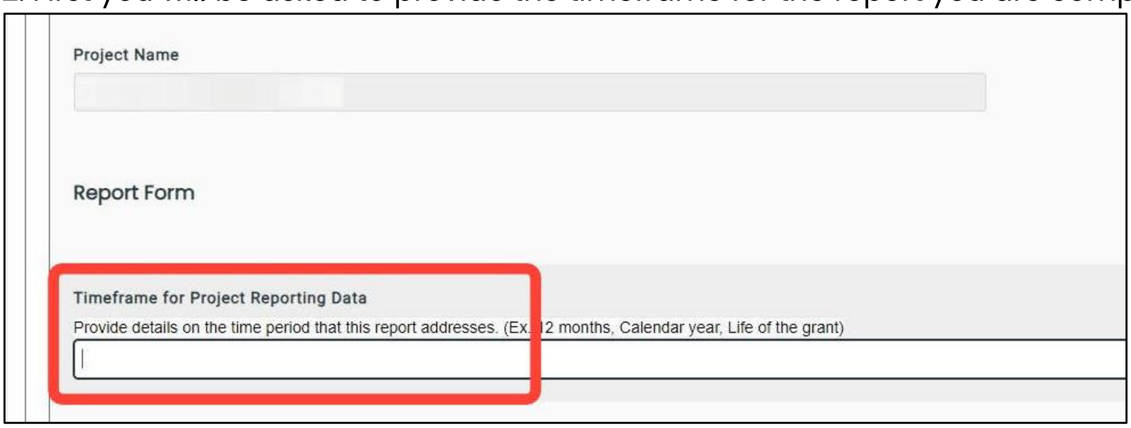
Or you can click "Submit Follow Up" to send your report to Bethany Legacy staff for review.

Interim and Final Impact Reports - Planning and Public Space Grants

1. After you click "Continue" for your report form, you will land on a page that looks like this. Scroll down to see the questions you need to complete.

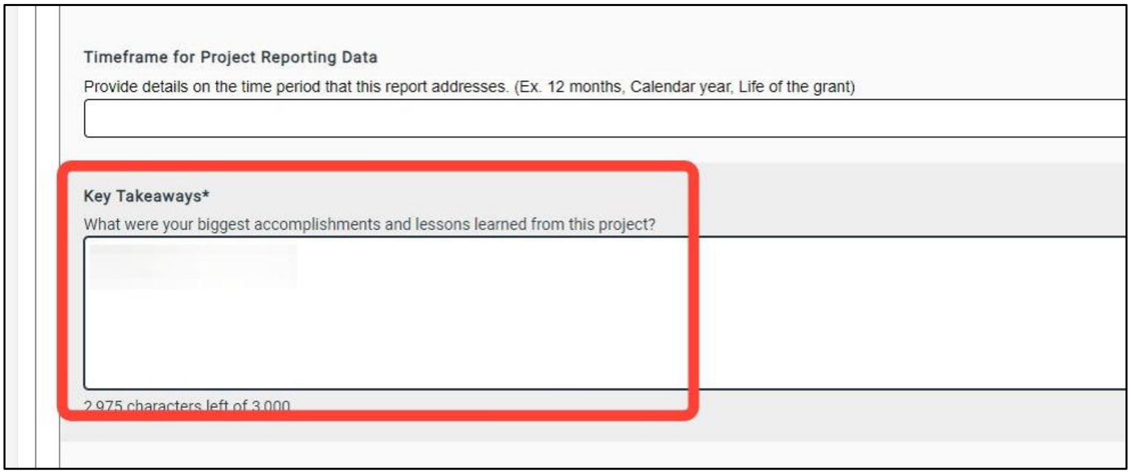


2. First you will be asked to provide the timeframe for the report you are completing.

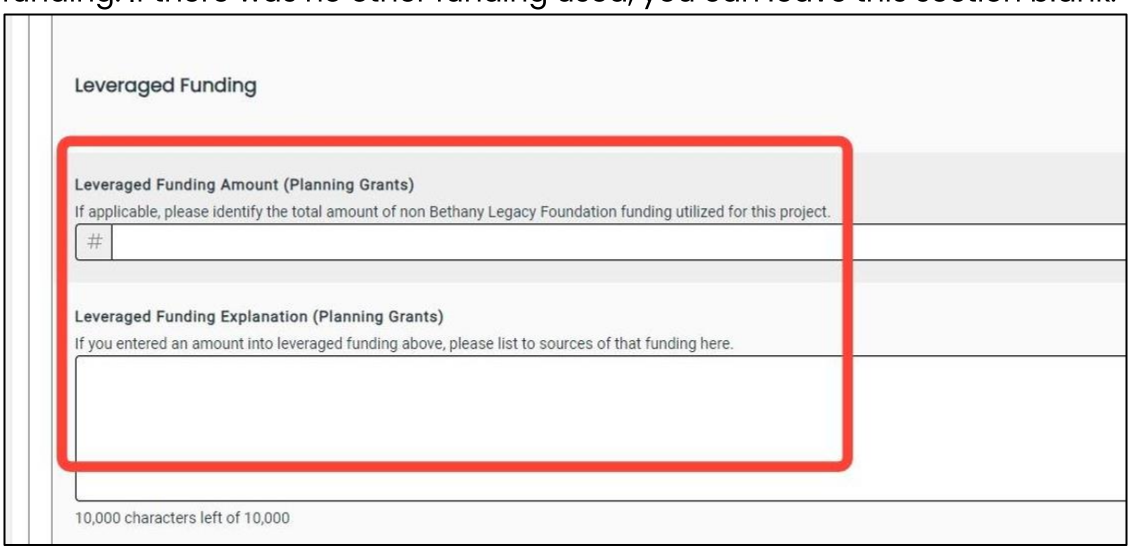


3. For more of a narrative overview of what has been done with your grant, there is a section for "Key Takeaways." You may have been asked by Bethany Legacy to report additional items specific to your project. Those items should be listed here.

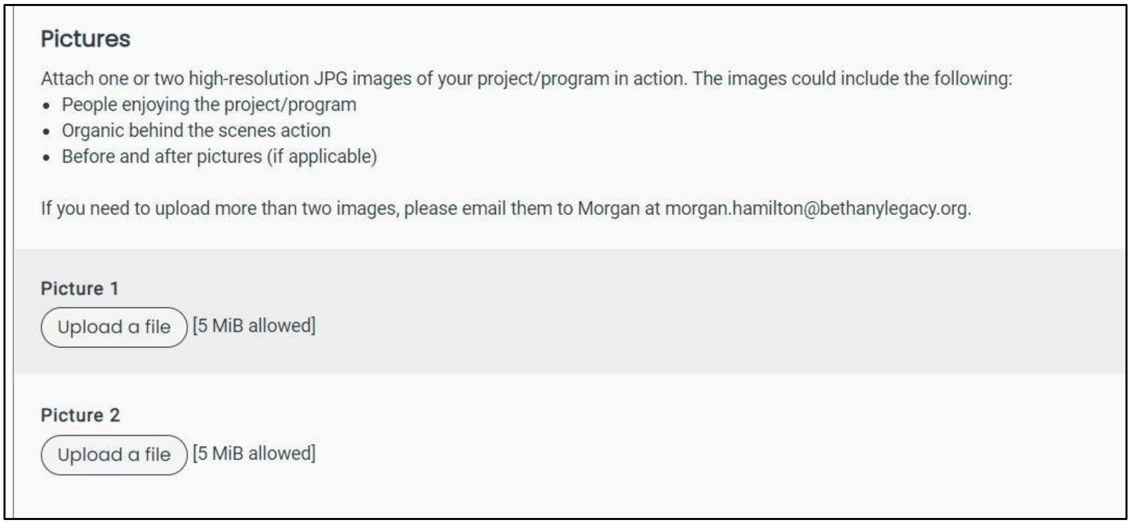
If your ability or plans to collect data changes at any time during the term of your grant, please let BLF staff know so your report can be updated.



4. On the Final Impact Report ONLY, you will be asked to identify any additional funding that was used to complete the project, NOT including Bethany Legacy funding. If there was no other funding used, you can leave this section blank.



5. The next section is to upload 1-2 pictures if you have any to share of your project. This is optional but highly recommended.



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Picture 2

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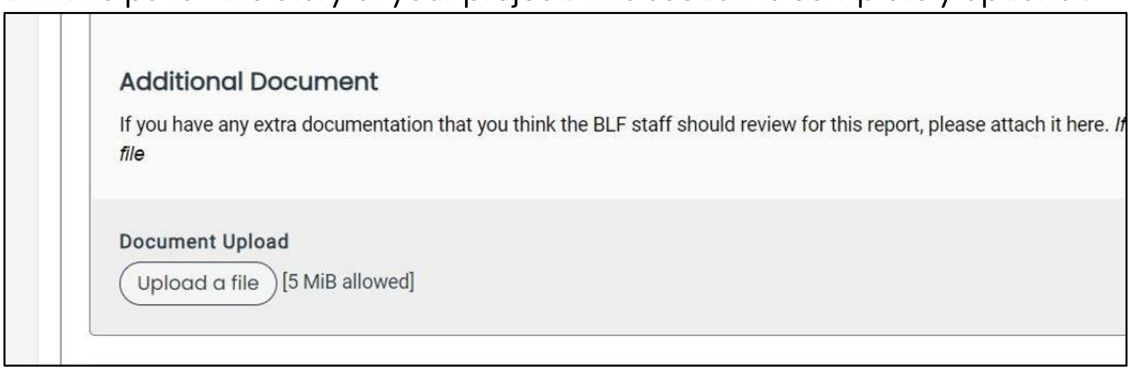
6. The final section is for an additional document, if you have any to share that you think helps tell the story of your project. This section is completely optional.



Additional Document

If you have any extra documentation that you think the BLF staff should review for this report, please attach it here. *If*
file

Document Upload

Upload a file [5 MiB allowed]

7. At the very bottom of the report, you have the option to "Save Follow Up," which means you can save your progress and come back to make additional edits.

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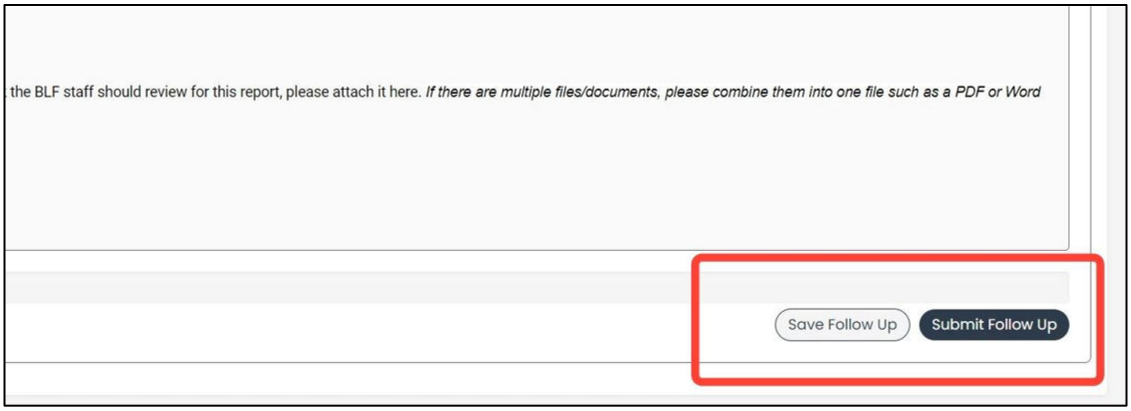

Interim and Final Impact Reports – Special Grants

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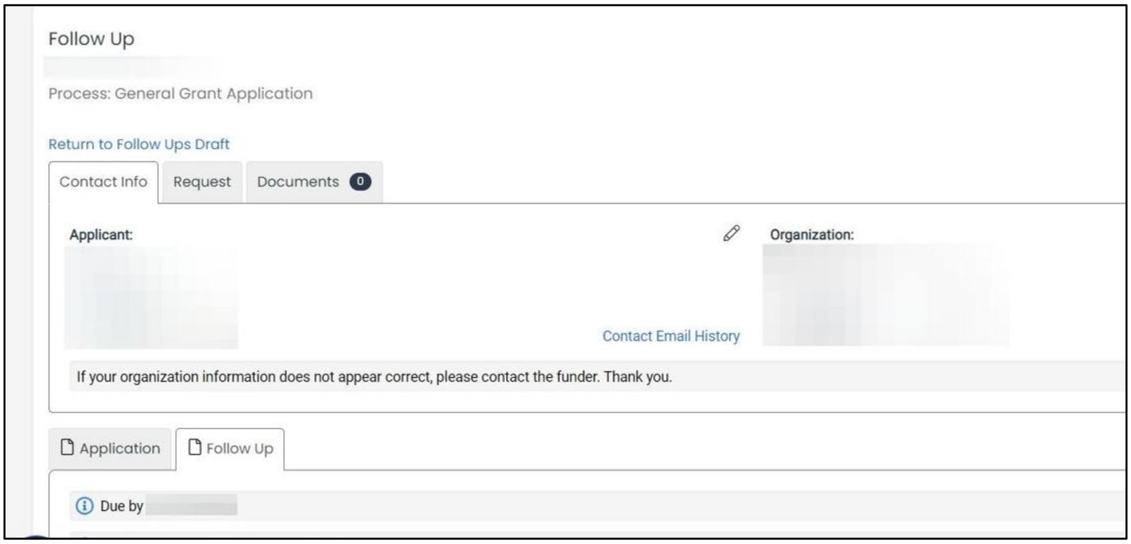

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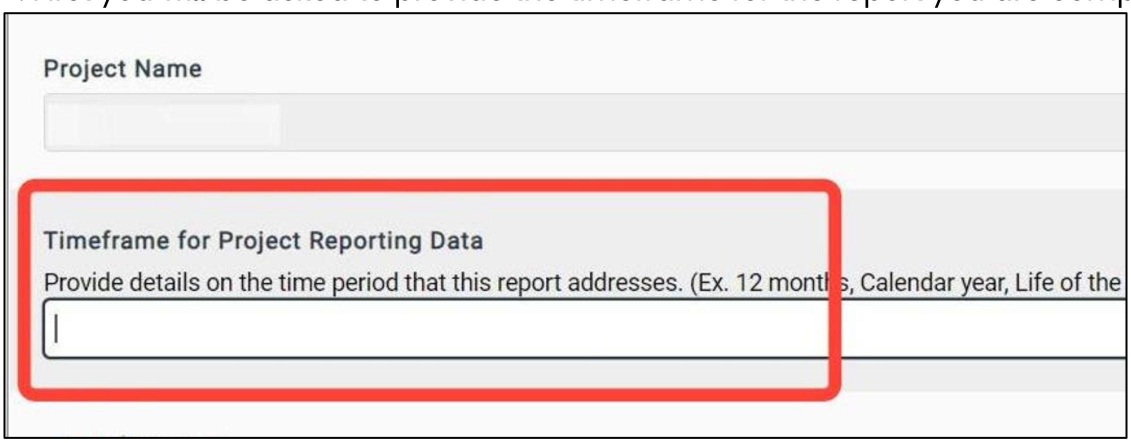

3. For more of a narrative overview of what has been done with your grant so far, there is a section for "Key Takeaways." You may have been asked by Bethany Legacy to report additional items specific to your project. Those items should be listed here.

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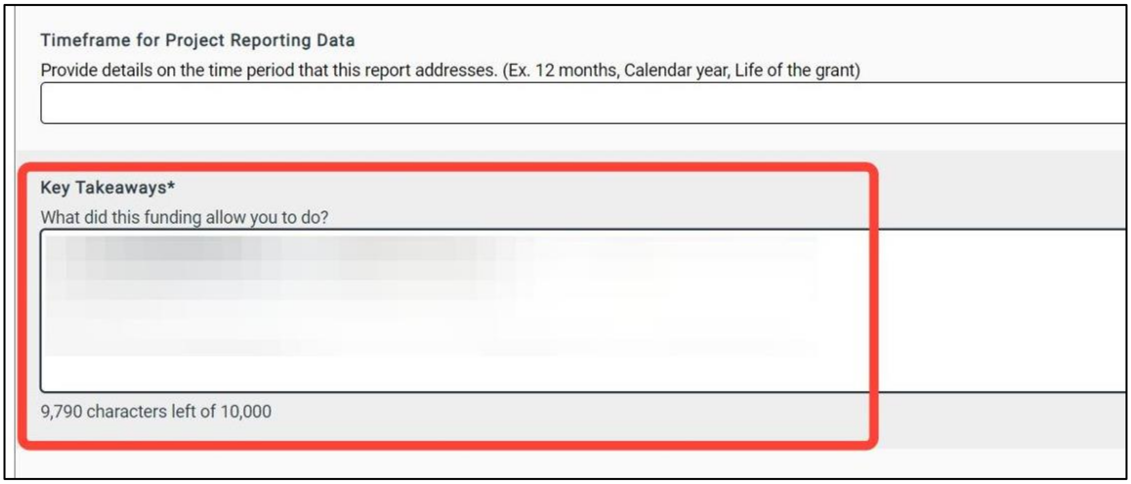

Timeframe for Project Reporting Data

Provide details on the time period that this report addresses. (Ex. 12 months, Calendar year, Life of the grant)

Key Takeaways*

What did this funding allow you to do?

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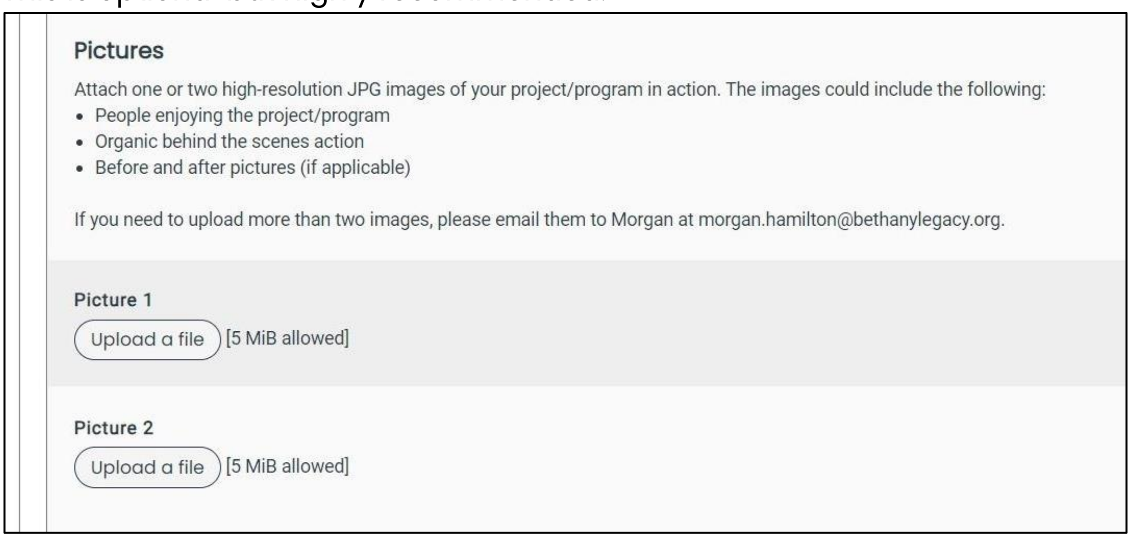
4. The next section is to upload 1-2 pictures if you have any to share of your project. This is optional but highly recommended.



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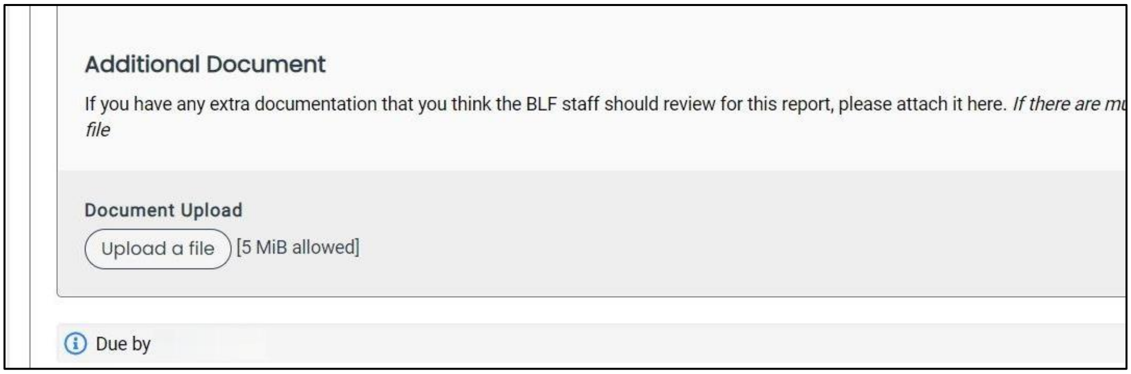

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