



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.

BETHANY LEGACY FOUNDATION

Logon

Email Address*

Password*

Log On [Create New Account](#) [Forgot your Password?](#)

Welcome to the Bethany Legacy Foundation's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

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.

Applicant Dashboard

Active Requests (1) Historical Requests (0)

Project Title

Process: General Grant Application

Application Decision Submitted Approved [View Application](#)

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
Interim Impact Report 2 - General Grants		Overall Award		Draft	Continue
Final Impact Report - General Grants		Overall Award		Draft	Preview

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

Applicant Dashboard

Active Requests 1 | Historical Requests 0

Project Title

Process: General Grant Application

Application Submitted | Decision Approved | View Application

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
Interim Impact Report 2 - General Grants		Overall Award		Draft	Continue
Final Impact Report - General Grants		Overall Award		Draft	Preview

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):

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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/KUBVgQAQaIQ>
- 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.

The screenshot shows the 'Follow Up' page for a 'General Grant Application'. At the top, there's a header with 'Public Profile' and 'Collaborate' buttons. Below the header, the process is identified as 'General Grant Application'. A link to 'Return to Follow Ups Draft' is present. The main content area has tabs for 'Contact Info', 'Request', and 'Documents'. The 'Request' tab is active, showing fields for 'Applicant' and 'Organization'. A 'Contact Email History' link is also visible. A message states: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom, there are tabs for 'Application' and 'Follow Up', with 'Follow Up' being the active tab. Below these tabs, there are instructions: 'Due by' and 'Fields with an asterisk (*) are required.' The 'Interim Impact Report' section is expanded, showing a 'Project Name' field and a text area for the report.

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

This screenshot is a closer view of the 'Follow Up' page, specifically the 'Interim Impact Report' section. The 'Project Name' field is visible. Below it, the 'Timeframe for Project Reporting Data' section is highlighted with a red box. This section includes a text input field for providing details on the time period that the report addresses, with examples like '12 months', 'Calendar year', and 'Life of the grant'. Below this, the 'Client Demographic Data' section is visible, with instructions to use tables to report on client demographic data and to note that the totals should equal the 'Total Individuals Served' reported at the top.

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.

The screenshot shows a form section titled "Total Individuals Served" with a sub-header "How many individuals did you directly serve with this project/program?". Below this is a text input field with a "#" placeholder. A red box highlights a question: "Does your organization track client age?" with radio button options for "Yes" and "No". A red arrow points from the "Yes" option to a table titled "Individuals Served by Age". The table has five rows: "Youth (0-17)", "Adults (18-64)", "Seniors (65+)", "Age Unknown", and "Total Individuals Served by Age (should match above total)". Each row has a text input field with a "#" placeholder. Below the table is another question: "Does your organization track client gender?" with radio button options for "Yes" and "No".

Total Individuals Served	
How many individuals did you directly serve with this project/program?	
#	
Does your organization track client age?	
If you answer no to this question skip the following table.	
<input type="radio"/> Yes	
<input type="radio"/> No	
Individuals Served by Age	
In the second column enter the amount of individuals served that corresponds to the age group in the first column.	
<input type="text"/> Youth (0-17)	#
<input type="text"/> Adults (18-64)	#
<input type="text"/> Seniors (65+)	#
<input type="text"/> Age Unknown	#
<input type="text"/> Total Individuals Served by Age (should match above total)	
Does your organization track client gender?	
If you answer no to this question skip the following table.	
<input type="radio"/> Yes	
<input type="radio"/> No	

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

The screenshot shows a form section titled "Total Individuals Served by Race (should match above total)". Below this is a text input field with a "#" placeholder. A red box highlights a question: "Individuals Served: Hispanic Origin" with a sub-header "Enter the amount of individuals served that are of Hispanic Origin." and a text input field with a "#" placeholder. Below this is a section titled "Additional Reporting" with a sub-header "Non-Demographic Data and Explanation" and a text input field. At the bottom, it says "9,889 characters left of 10,000".

Total Individuals Served by Race (should match above total)	
Individuals Served: Hispanic Origin	
Enter the amount of individuals served that are of Hispanic Origin.	
#	
Additional Reporting	
Non-Demographic Data and Explanation	
If you were asked by BLF to report information in addition to client demographics, provide that information here.	
<input type="text"/>	
9,889 characters left of 10,000	

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.

Additional Reporting	
Non-Demographic Data and Explanation	
If you were asked by BLF to report information in addition to client demographics, provide that information here.	
<div></div>	
9,889 characters left of 10,000	

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

Key Takeaways*	
What were your biggest accomplishments and lessons learned from this project so far?	
<div></div>	
10,000 characters left of 10,000	

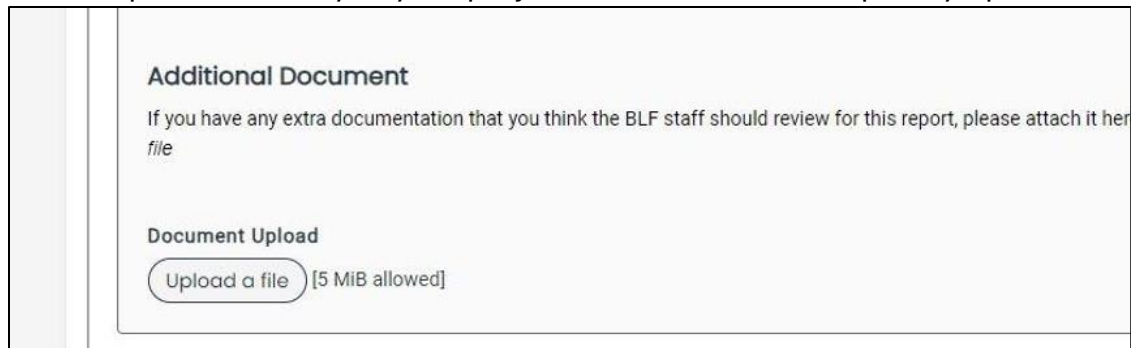
7. On the Final Impact Report ONLY, you will be asked to identify any additional funding that was used to complete the project, NOT including Bethany Legacy funding. If there was no other funding used, you can leave this section blank.

Leveraged Funding
Total Funding Leveraged for Project If applicable, please identify the total amount of non Bethany Legacy Foundation funding utilized for this project.
<input type="text"/>
Total Leveraged Funding Explanation If you entered an amount into leveraged funding above, please list to sources of that funding here.
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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: <ul style="list-style-type: none">• People enjoying the project/program• Organic behind the scenes action• Before and after pictures (if applicable) <p>If you need to upload more than two images, please email them to Morgan at morgan.hamilton@bethanylegacy.org.</p>
Picture 1 <div>Upload a file [5 MiB allowed]</div>
Picture 2 <div>Upload a file [5 MiB allowed]</div>

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.



Additional Document

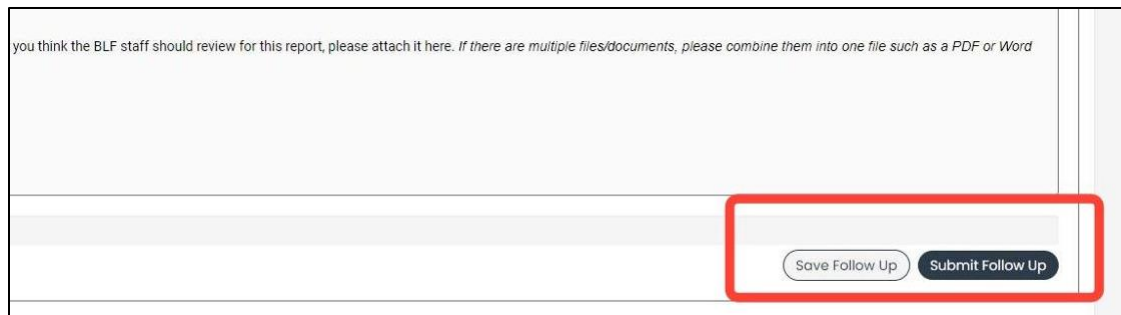
If you have any extra documentation that you think the BLF staff should review for this report, please attach it here [file](#)

Document Upload

[Upload a file](#) [5 MiB allowed]

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.



you think the BLF staff should review for this report, please attach it here. *If there are multiple files/documents, please combine them into one file such as a PDF or Word*

[Save Follow Up](#) [Submit Follow Up](#)

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.

The screenshot shows the 'Follow Up' page of an application system. At the top, there is a navigation bar with a home icon, an 'APPLY' button, and a user profile section labeled 'Public Profile' with a 'Collaborate' link. Below the navigation bar, the page title 'Follow Up' is displayed. The main content area includes a 'Process: General Grant Application' section with a 'Return to Follow Ups Draft' link. There are three tabs: 'Contact Info', 'Request', and 'Documents' (which is active and shows a count of 0). The 'Contact Info' tab contains fields for 'Applicant' and 'Organization', each with a placeholder image. A 'Contact Email History' link is located between these fields. A message states: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom, there are two tabs: 'Application' and 'Follow Up' (which is active). To the right of these tabs are links for 'FollowUp Packet' and 'Question List'. A 'Due by' field is visible, followed by a note: 'Fields with an asterisk (*) are required.' The 'Final Impact Report' section is expanded, showing a list of questions.

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

The screenshot shows the 'Project Name' and 'Report Form' sections of the application system. The 'Project Name' field is a long text input box. Below it, the 'Report Form' section is visible. A red box highlights the 'Timeframe for Project Reporting Data' section, which includes a text input field and a note: 'Provide details on the time period that this report addresses. (Ex: 12 months, Calendar year, Life of the grant)'. The input field is currently empty.

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.

Timeframe for Project Reporting Data Provide details on the time period that this report addresses. (Ex. 12 months, Calendar year, Life of the grant)	
<input type="text"/>	
Key Takeaways* What were your biggest accomplishments and lessons learned from this project?	
<input type="text"/>	
2,975 characters left of 3,000	

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.

Leveraged Funding	
Leveraged Funding Amount (Planning Grants) If applicable, please identify the total amount of non Bethany Legacy Foundation funding utilized for this project.	
#	<input type="text"/>
Leveraged Funding Explanation (Planning Grants) If you entered an amount into leveraged funding above, please list to sources of that funding here.	
<input type="text"/>	
10,000 characters left of 10,000	

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.

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]

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

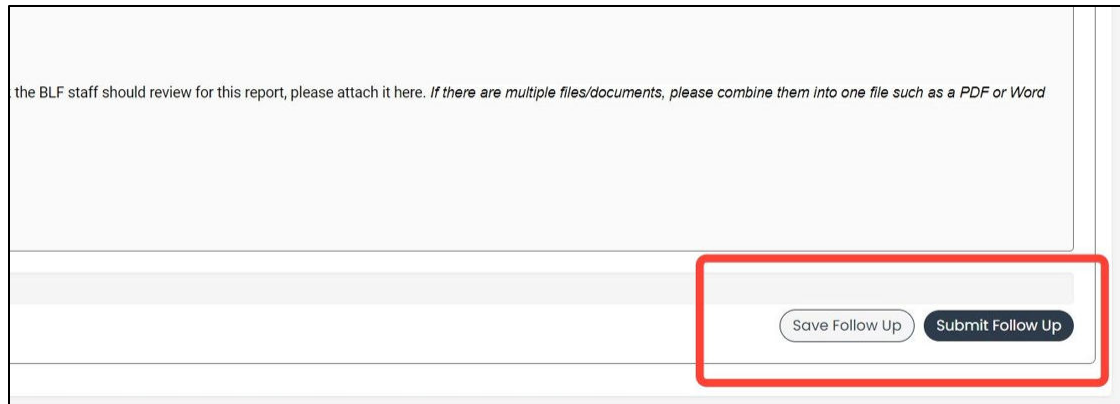
If you have any extra documentation that you think the BLF staff should review for this report, please attach it here. *if file*

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.

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



the BLF staff should review for this report, please attach it here. *If there are multiple files/documents, please combine them into one file such as a PDF or Word*

Save Follow Up Submit Follow Up

The image shows a screenshot of a web form. At the top, there is a large text area with a light gray background. Below this, there is a horizontal bar with a light gray background. At the bottom right of the form, there are two buttons: "Save Follow Up" and "Submit Follow Up". The "Submit Follow Up" button is highlighted with a red rectangular border.

Interim and Final Impact Reports – Special 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.

The screenshot shows a web interface for a 'Follow Up' page. At the top, it says 'Follow Up' and 'Process: General Grant Application'. Below this is a link 'Return to Follow Ups Draft'. There are three tabs: 'Contact Info', 'Request', and 'Documents' (which has a '0' next to it). The main content area has two sections: 'Applicant:' with a text input field and a 'Contact Email History' link, and 'Organization:' with a text input field. A message at the bottom states: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom of the page, there are two tabs: 'Application' and 'Follow Up', and a 'Due by' date field.

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

The screenshot shows a web interface for a 'Project Name' section. It has a text input field for the project name. Below this is a section titled 'Timeframe for Project Reporting Data' which is highlighted with a red box. This section contains the text: 'Provide details on the time period that this report addresses. (Ex. 12 months, Calendar year, Life of the)' and a text input field.

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.

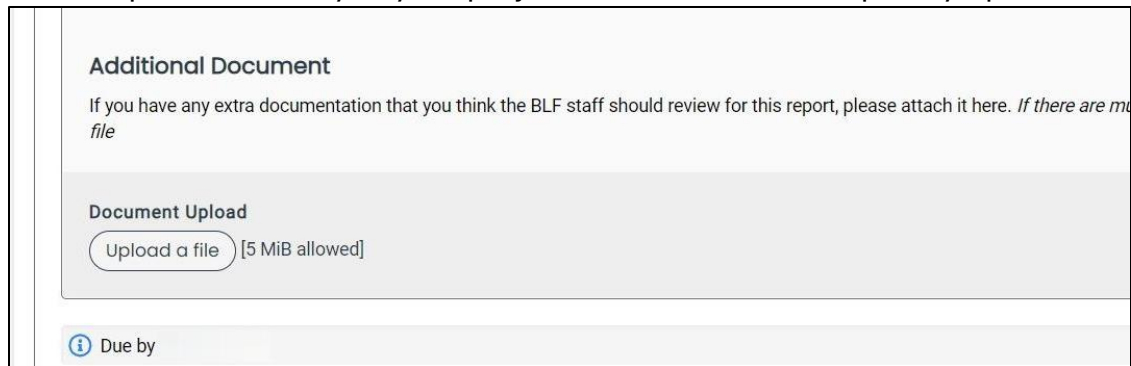
If your ability or plans to collect data changes at any time during the term of your grant, please let BLF staff know so your report can be updated.

Timeframe for Project Reporting Data Provide details on the time period that this report addresses. (Ex. 12 months, Calendar year, Life of the grant)	
<input type="text"/>	
Key Takeaways* What did this funding allow you to do?	
<div></div>	
9,790 characters left of 10,000	

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.

Pictures Attach one or two high-resolution JPG images of your project/program in action. The images could include the following: <ul style="list-style-type: none">• People enjoying the project/program• Organic behind the scenes action• Before and after pictures (if applicable) <p>If you need to upload more than two images, please email them to Morgan at morgan.hamilton@bethanylegacy.org.</p> <p>Picture 1 <input type="button" value="Upload a file"/> [5 MiB allowed]</p> <p>Picture 2 <input type="button" value="Upload a file"/> [5 MiB allowed]</p>

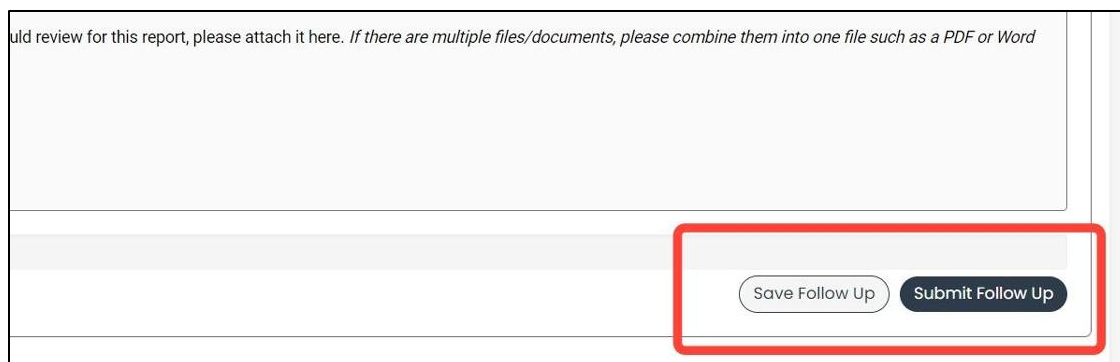
5. The final section is for an additional document, if you have any to share that you think helps tell the story of your project. This section is completely optional.



The screenshot shows a form section titled "Additional Document". Below the title is a text prompt: "If you have any extra documentation that you think the BLF staff should review for this report, please attach it here. *If there are multiple files, please combine them into one file such as a PDF or Word document.*" Below this is a "Document Upload" section with a button labeled "Upload a file" and the text "[5 MiB allowed]". At the bottom of the section is a "Due by" field with an information icon.

6. 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.

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



The screenshot shows the bottom of the report form. It features a large text area for additional comments. Below this area are two buttons: "Save Follow Up" and "Submit Follow Up". The "Submit Follow Up" button is highlighted with a red rectangular box.