



BETHANY LEGACY FOUNDATION

Grant Impact Report - Instructions to Access and Complete

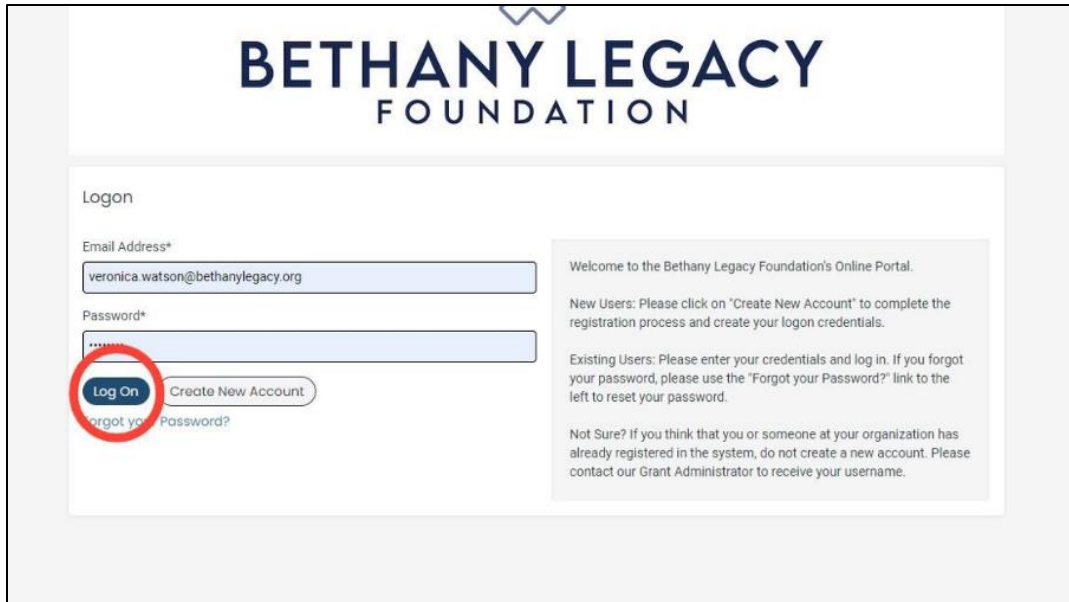
As a part of receiving funding from Bethany Legacy Foundation, organizations are expected to submit one or more impact reports. These reports are an opportunity for the grant recipient to share about their outcomes and lessons learned, including from any unexpected challenges that lead to unexpected 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.

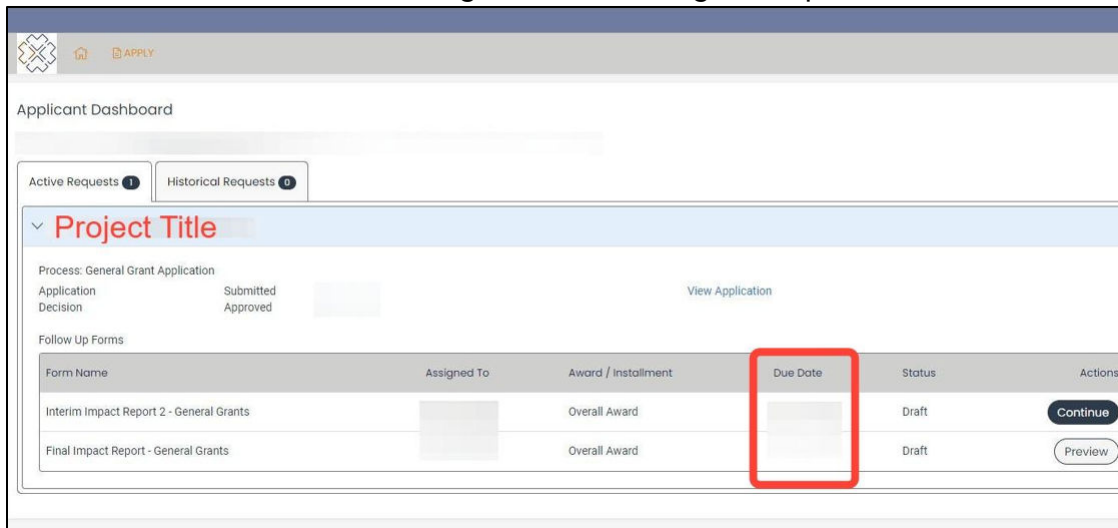
When you are ready to start or review your organization's impact report, follow the steps below:

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.

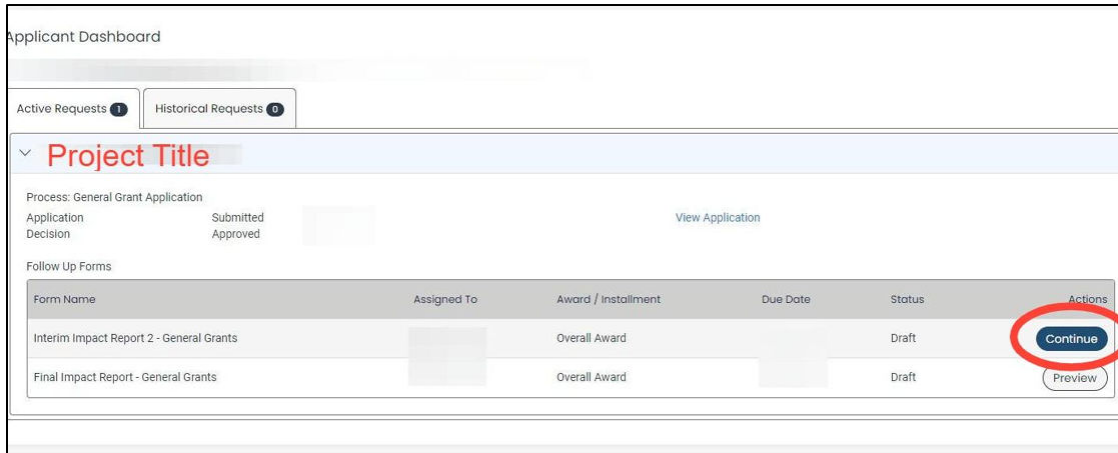


3. When you log in, you'll land on the "Applicant Dashboard." Here you should see your grant request; if you have been awarded multiple grants, you should see each request on this dashboard.

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):

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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.

Follow Up

Process: General Grant Application

Return to Follow Ups Draft

Contact Info Request Documents

Applicant: Organization:

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Application Follow Up

FollowUp Packet Question List

Due by

Fields with an asterisk (*) are required.

Interim Impact Report

Please fill out this form by the specified deadline given during your grant check-ins. If you have any inquiries, feel free to contact your primary point of contact at BLF or email info@bethanylegacy.org.

Project Name

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

Application Follow Up

FollowUp Pack

Due by

Fields with an asterisk (*) are required.

Interim Impact Report

Please fill out this form by the specified deadline given during your grant check-ins. If you have any inquiries, feel free to contact your primary point of contact at BLF or email info@bethanylegacy.org.

Project Name

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

Client Demographic Data
Use the tables below to report on client demographic data. If there is any demographic data that you do not normally collect, note that in the applicable question and skip that table.
The totals for each table that you complete should equal the "Total Individuals Served" that you report 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.

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.
 Yes
 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.

Youth (0-17)	#
Adults (18-64)	#
Seniors (65+)	#
Age Unknown	#
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.
 Yes
 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.

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.

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.

The screenshot shows a form section titled "Additional Reporting". Below the title is a grey header bar with the text "Non-Demographic Data and Explanation". Underneath this header is a text input field with the placeholder text "If you were asked by BLF to report information in addition to client demographics, provide that information here." The header and the input field are both enclosed in a red rectangular box. At the bottom of the form, there is a character count: "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."

The screenshot shows a form section titled "Key Takeaways*". Below the title is a grey header bar with the text "Key Takeaways*". Underneath this header is a text input field with the placeholder text "What were your biggest accomplishments and lessons learned from this project so far?". The header and the input field are both enclosed in a red rectangular box. At the bottom of the form, there is a character count: "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.

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.



Additional Document

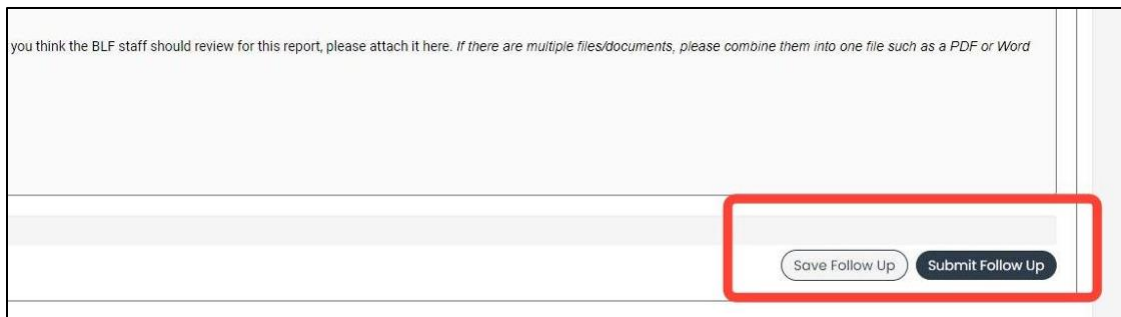
If you have any extra documentation that you think the BLF staff should review for this report, please attach it here *file*

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.

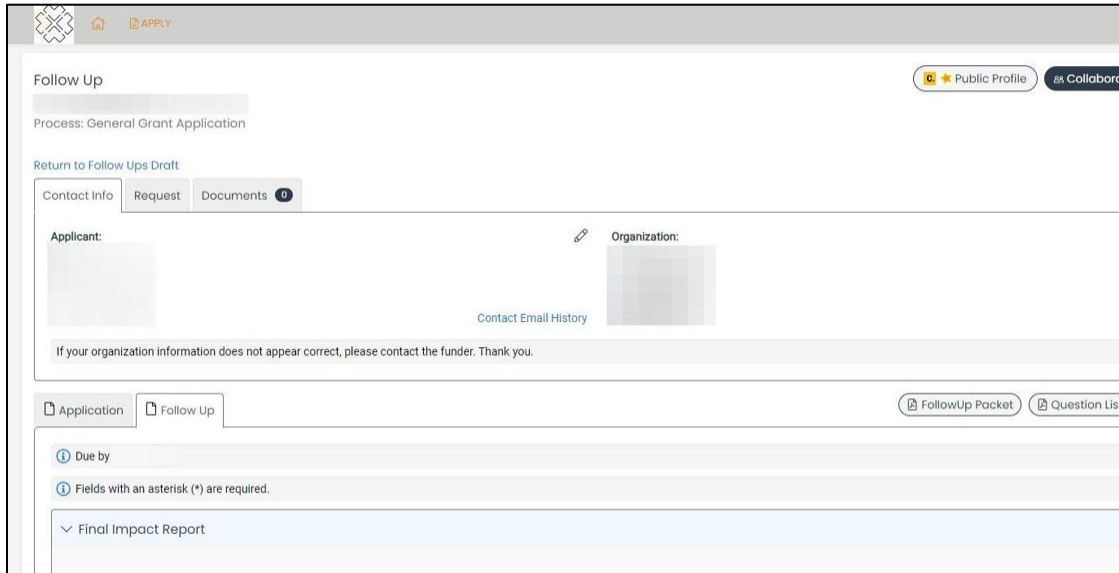


you think the BLF staff should review for this report, please attach it here. *If there are multiple files/documents, please combine them into one file such as a PDF or Word*

Save Follow Up Submit Follow Up

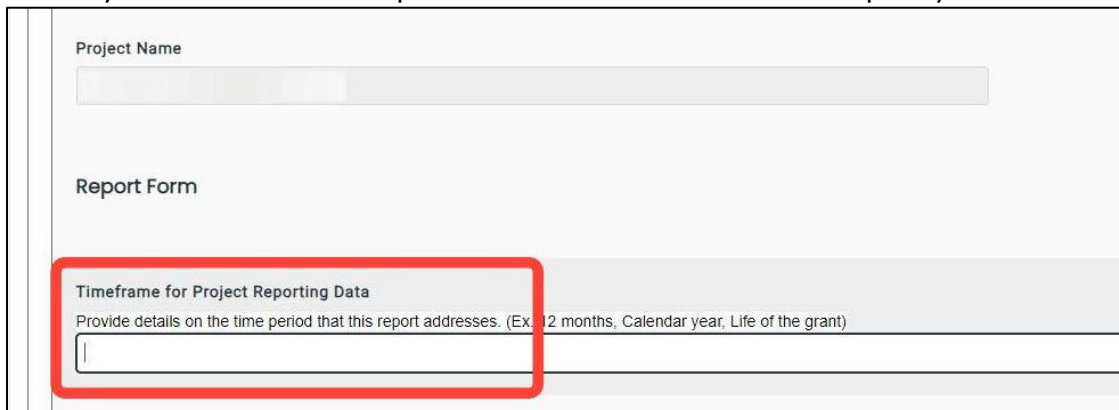
Interim and Final Impact Reports - Planning and Public Space Grants

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 a web interface for a grant application. At the top, there is a navigation bar with a home icon, an 'APPLY' button, and user information including 'Public Profile' and 'Collaborate'. Below this, the page title is 'Follow Up' and the process is identified as 'General Grant Application'. A 'Return to Follow Ups Draft' link is visible. The main content area has tabs for 'Contact Info', 'Request', and 'Documents'. Under 'Contact Info', there are fields for 'Applicant' and 'Organization', along with a 'Contact Email History' link. A note 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', and buttons for 'FollowUp Packet' and 'Question List'. A 'Due by' field and a note 'Fields with an asterisk (*) are required.' are also present. A dropdown menu is open for 'Final Impact Report'.

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



The screenshot shows a form titled 'Report Form'. At the top, there is a 'Project Name' field. Below it, the 'Timeframe for Project Reporting Data' section is highlighted with a red box. This section 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.

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

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.

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

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

[5 MiB allowed]

Picture 2

[5 MiB allowed]

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Additional Document

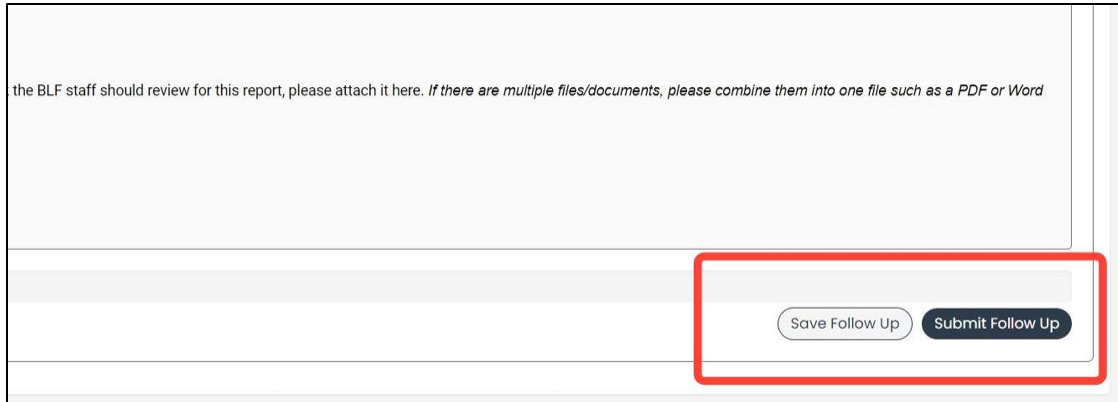
If you have any extra documentation that you think the BLF staff should review for this report, please attach it here. *if file*

Document Upload

[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.

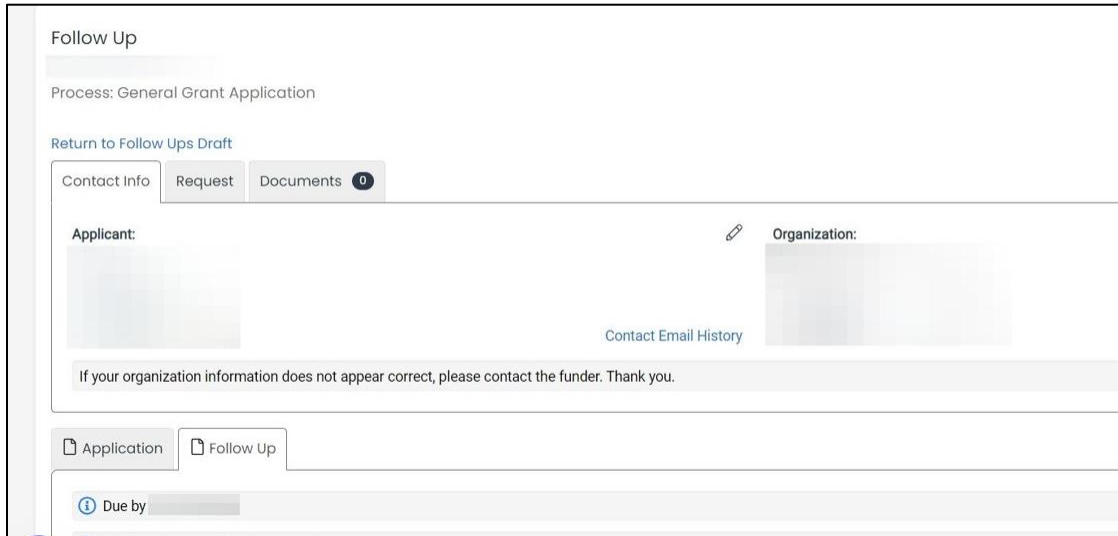


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Save Follow Up Submit Follow Up

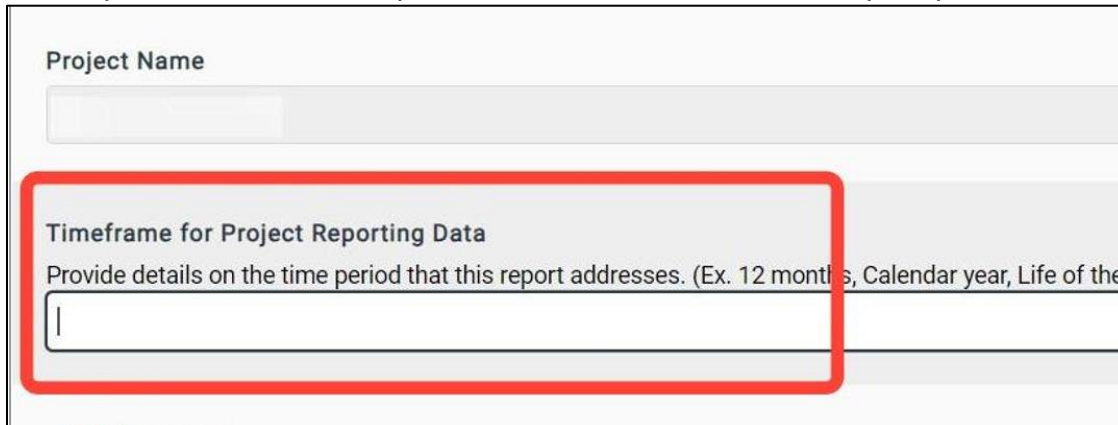
Interim and Final Impact Reports – Special Grants

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 that is a link 'Return to Follow Ups Draft'. There are three tabs: 'Contact Info', 'Request', and 'Documents' (with a '0' notification). The main content area has two input fields for 'Applicant:' and 'Organization:'. A 'Contact Email History' link is visible between the fields. 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 tabs for 'Application' and 'Follow Up', and a 'Due by' field with a clock icon.

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



The screenshot shows a form titled 'Project Name' with an empty input field. Below it, a section titled 'Timeframe for Project Reporting Data' is highlighted with a red box. This section includes the instruction: 'Provide details on the time period that this report addresses. (Ex. 12 months, Calendar year, Life of the' followed by an empty input field.

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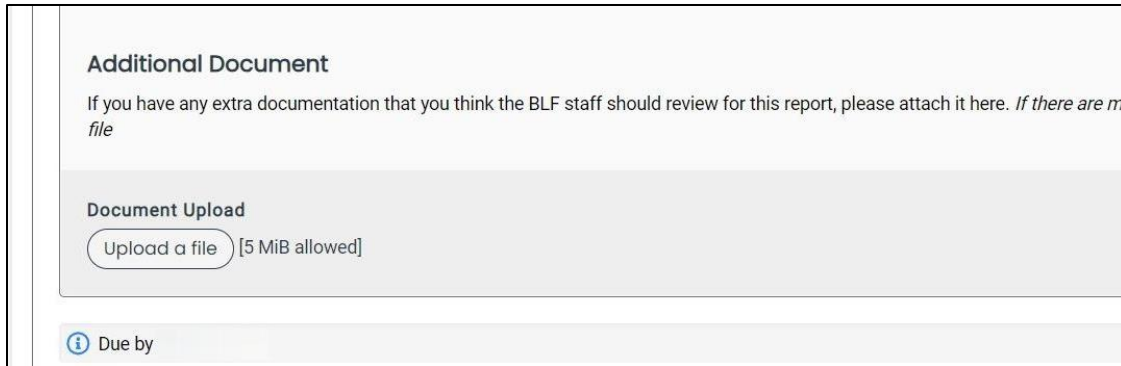
If your ability or plans to collect data changes at any time during the term of your grant, please let BLF staff know so your report can be updated.

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?
<input type="text"/>
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) If you need to upload more than two images, please email them to Morgan at morgan.hamilton@bethanylegacy.org .
Picture 1 <input type="button" value="Upload a file"/> [5 MiB allowed]
Picture 2 <input type="button" value="Upload a file"/> [5 MiB allowed]

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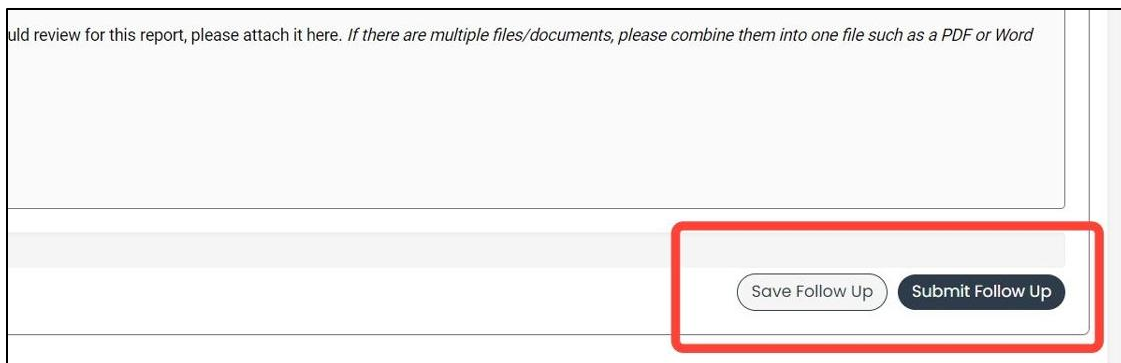
Document Upload

Upload a file [5 MiB allowed]

Due by

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Save Follow Up Submit Follow Up