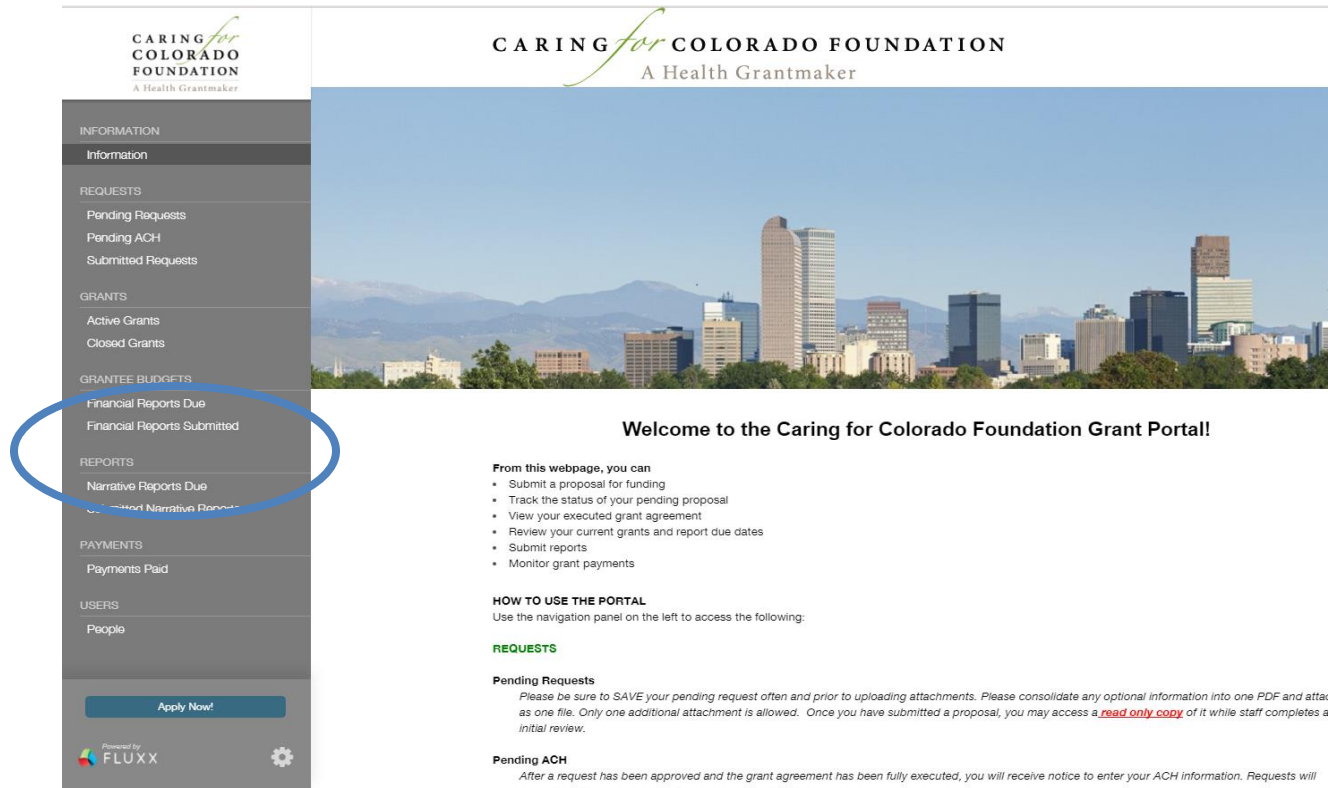## Narrative Reports – Tip Sheet

Caring for Colorado Foundation generally requires grantees to submit progress and final reports. There are a few instances where only a final report is required. Progress and Final Reports have two steps.
1. Financial Report
2. Narrative Report

To complete both parts of the report, log into the Caring for Colorado online grants management system at https://caringforcolorado.fluxx.io. Be sure to use Google Chrome as your internet browser.

Progress Report – Narrative

Under Reports, click on "Narrative Reports Due."

Click on the report labeled "Progress Report" for the correct grant ID in the middle column. Then click "Edit" in the top right corner.

Follow along the report, answering any questions about contact updates and entering your progress toward grant objectives where asked. Please be sure to click "Save" as you enter information. You will need to click "Edit" after every time you click "Save."

Note – Don't forget to click the check box and enter your email address to "Certify and Sign" the report.

Note – There is one more step to the Progress Narrative Report!

Please enter any relevant information.

What challenges have you experienced in implementing the project?

Please enter any relevant information.

What are the next steps or activities for your project?

Please enter any relevant information.

Comments/Notes to Staff
Please use the space below to provide any additional comments to CFC staff

Characters left for field: 500

Certify and Sign

☐ Information Certified Accurate

Email as E-Signature [_____]

Cancel   ABC   Save

Click "Submit" at the bottom right corner. Be sure to click "OK" to the Note pop-up.

You have completed your progress reporting for you grant!

PROGRESS REPORT | Due: 3/30/2018
G-5704-18 | Jeffersonian *Test Grant* | $10,000.00

Status   New / Pending Submission

*Click "**Edit**" at the top right corner of this page to enter information into this report. While editing a report, always be sure to click "**Save**" at the bottom right corner of the page before returning to the main page. Failing to click "**Save**" before leaving the application or report you are editing will cause anything you have typed to be lost. Only click the "**Submit**" button when you have completed all of your edits. Once you click the "**Submit**" button, you will no longer be able to edit your application or report.*

IMPORTANT: The system "times out" in 15 minutes, so please save your work periodically while editing your report to be sure you do not lose what you have typed.

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Does any of the organization information below need to be updated?

Organization Information:

Organization Name:	Jeffersonian
Legal Name:	Jeffersonian Institution
Tax ID:	84-1477197
Tax Class:	501c(4)
Address 1:	1600 Penn Avenue
Address 2:	
City, State Zip:	Denver, Colorado 80246
County where primary office is located:	Arapahoe
Phone:	720-320-5463
Website Address:	

CONTACTS

IMPORTANT: Newly added contacts will receive logon credentials for this organization. If they replace an existing contact, the credentials for that contact will be removed.

Executive Director Contact Information

Does any of the Executive Director information need to be updated?

Submit

Final Report – Narrative

Under Reports, click on "Narrative Reports Due."

Click on the report labeled "Final Report" for the correct grant ID in the middle column. Then click "Edit" in the top right corner.

Follow along the report, answering any questions about contact updates and entering your progress toward grant objectives where asked. Please be sure to click "Save" as you enter information. You will need to click "Edit" after every time you click "Save."

Note – Don't forget to Certify and Sign the report.
Note – There is one more step to the Final Narrative Report!

Please enter any relevant information.

What challenges have you experienced in implementing the project?

Please enter any relevant information.

What are the next steps or activities for your project?

Please enter any relevant information.

Comments/Notes to Staff
Please use the space below to provide any additional comments to CFC staff

Characters left for field: 500

Certify and Sign

☐ Information Certified Accurate

Email as E-Signature

Cancel   ABC   Save

Click "Submit" at the bottom right corner. Be sure to click "OK" to the Note pop-up.

You have completed your final reporting for you grant!