

Narrative Reports – Tip Sheet

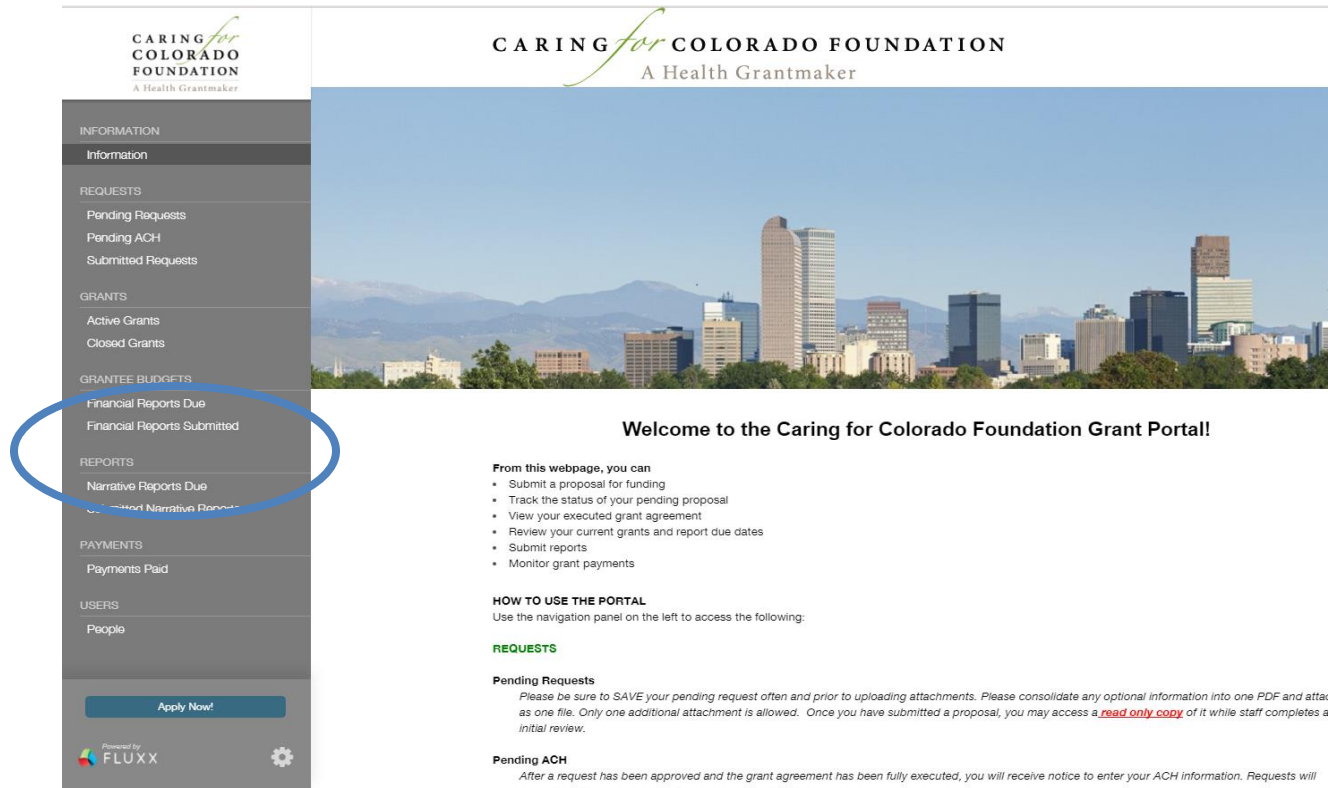
Caring for Colorado Foundation generally requires grantees to submit progress and final reports. There are a few instances where only a final report is required. Progress and Final Reports have two steps.

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.”



CARING for COLORADO FOUNDATION
A Health Grantmaker

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Pending ACH
Submitted Requests

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WELCOME TO THE CARING FOR COLORADO FOUNDATION GRANT PORTAL!

From this webpage, you can

- Submit a proposal for funding
- Track the status of your pending proposal
- View your executed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL
Use the navigation panel on the left to access the following:

REQUESTS

Pending Requests
Please be sure to SAVE your pending request often and prior to uploading attachments. Please consolidate any optional information into one PDF and attach as one file. Only one additional attachment is allowed. Once you have submitted a proposal, you may access a [read only copy](#) of it while staff completes an initial review.

Pending ACH
After a request has been approved and the grant agreement has been fully executed, you will receive notice to enter your ACH information. Requests will move from Request status to Grant status after ACH information has been entered and processed.

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

CARING for COLORADO FOUNDATION
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Search...

Jeffersonian
G-5704-18 | Final Report | Due: 8/31/2018

Jeffersonian
G-5704-18 | Progress Report | Due: 3/30/2018

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.

▼ Table Of Contents

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?

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Submit

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

Save

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

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Final Report – Narrative

Under Reports, click on “Narrative Reports Due.”

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