

**Online Reporting Process for Community Foundation of
Anne Arundel County (CFAAC)/Anne Arundel Women
Giving Together (AAWGT) Current Grantees**

As you know, AAWGT introduced new Grants Management software (Foundant GLM) in 2015. All AAWGT Grantees are required to use it, so we encourage you to become familiar with the system. Each of your organizations already has an account that was set up or updated by your grant application preparer. Before beginning the on-line report process, please read all of these instructions carefully.

Current Grantees: If you were not the grant application preparer for the current grant year, you may have to contact that individual for additional help.

ONLINE ACCESS: You must use Mozilla Firefox or Google Chrome (for PCs) or Safari (for Mac) browsers to access this software. (This software is not supported on Internet Explorer. We cannot assist you with computer issues if you use Internet Explorer.)

ACCOUNT: Your original account (user name and password) will continue to be your organization's only account. This same account access will be used for your Interim and Final grant reports. If you forgot your user name, or if the grant proposal writer is no longer with your organization, DO NOT create a new organizational account. Use "FORGOT YOUR PASSWORD" link at the sign-in page to start retrieving/editing your organizational information.

REPORTS: Some of the fields on your reports will populate from the entries on your original application. You will be asked to indicate the actual results following the estimated ones you provided in your application. There will be some narrative responses for you to complete as well.

Your interim report is due on November 15, 2016, and your final report is due on July 31, 2017. The primary contact for your organization will receive an e-mail reminder two weeks before the due date. Both the interim and final reports require a budget. You will need to fill out a final budget report; this represents the official accounting for the grant at its completion. You will use the same process you used to upload your proposed budget when you applied for the grant. Download the budget form to your desktop. Complete the information as requested. Name and save the document. Then upload it in the area designated.

COMPLETING THE REPORT: When you have entered all the required responses, click SAVE for future editing. When you have completed your work and are ready to submit it, click SUBMIT FOLLOW-UP. (Follow-up is the Foundant system terminology for this report.)

IF YOU NEED ASSISTANCE: Contact our 'HELP DESK' at GrantAppHelp@givingtogether.org. Please provide a telephone number and a convenient time for AAWGT to call you back.