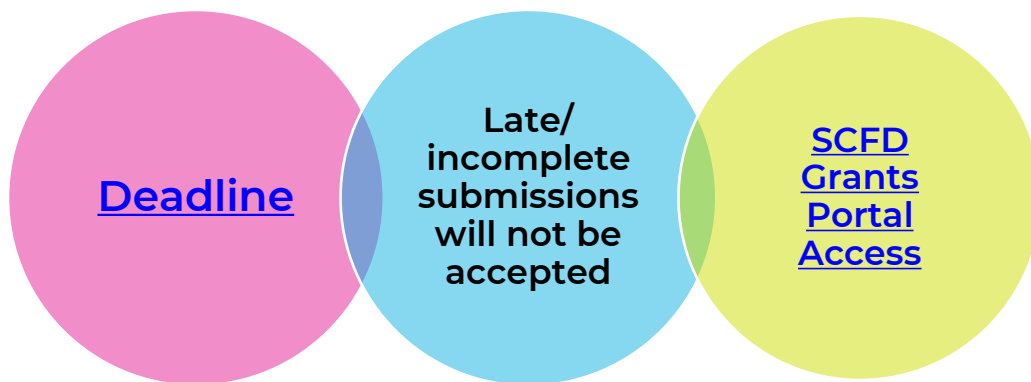




# FINAL GRANT REPORT DIRECTIONS & TIPS



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## GETTING STARTED

Organizations must use the online grants management portal to submit their Final Grant Report (FGR). If you experience an issue using the system, ensure your browser is updated to the most recent version to resolve any problem. The system supports the following browsers: Chrome, Firefox, Safari (Apple only), Microsoft Edge, and Opera.

### LOGGING IN

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1. Navigate to the [SCFD Tier III webpage](#) for resources, instructions and access to the [SCFD Grants Portal](#) in Fluxx.
2. To log into your account, input your login credentials and click **Sign in**.
  - **Forgot your password?** Click **Forgot password?** You will be prompted for your email address. If your email address is registered to an active account in Fluxx, you will receive an email to reset your password.
    - If you do not receive a password reset email from Fluxx within 24 hours, your email address might not be registered in our system. Contact the SCFD office for assistance.
  - **Forgot your user login email?** Contact the SCFD office. Do not create a new user account with a different email address as grants are associated with your email used when first logged into the system.

**First time logging in?** Contact SCFD staff to ensure you are set up with a username. Do not click **Create an account** on the login landing page.

**Need to add/remove organization contacts?** Contact SCFD staff to update.

**Important:** Each person who logs in on behalf of an organization will have their own user profile. Only one user can edit the report at a time.

## NAVIGATING THE GRANT PORTAL

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After logging into the grantee portal, use the menu on the left side of the page to navigate around the grants portal.

1. Scroll down to the Reports section and click on **Reports Due**.
2. Click the **Edit** button on the top right of your application to update the report.
  - Use the **Save** button regularly to save your progress as you complete the report. *The portal does not autosave.*
  - Use the **Save and Close** button when you are finished working on the report. This will remove you from the editable version of the report.
  - The **Cancel** button will not save any changes made to the report and remove you from the editable version.
3. After you have completed the FGR and clicked **Save and Close**, review the final report to ensure all sections are complete. In this screen, the system will show you summary charts and notify you of any compliance issues (e.g., Total Adult & Youth Attendance does not match Total Geographic Attendance).
4. Use the **Submit** button to submit the report to SCFD. After submission, your final report will appear on the left side navigation menu under **Submitted Reports**.

**IMPORTANT: You cannot edit the report after you hit the submit button.**

## COMPLETING THE REPORT

### NARRATIVE

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***Describe in detail*** how the organization used the approved grant funding for all applicable counties. These funds were received in October 2023 for use by December 31, 2024.

#### **Narrative text box guidance:**

- All narrative questions have a **2,000-character limit**, including spaces. This equates to around half a page of text.
- Please note that text boxes will expand as you type/paste.
- If pasting information from another document, ensure the information is accurate and complete.
- Please do not type in ALL CAPS.
- Hyperlinks can be used to navigate to videos or webpages to highlight your programming.
- Using bullet points is acceptable to organize reporting.

# REPORTING

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**Note:** Totals for operating income and expenses, net surplus/deficit, capital income, net capital surplus/deficit, attendance, and percentages will auto-calculate and appear once you click Save and Close.

## INCOME AND EXPENSES

Provide income and expenses for the organization's most recently completed fiscal year. Because organizations may have different fiscal years, it is understood that the financials provided *may or may not* coincide with the funding/programming reported in the Narrative section.

## IN-KIND AND CAPITAL INCOME/EXPENDITURES

Provide any in-kind income as well as capital income and expenditures for the organization's most recently completed fiscal year.

## TAX INFORMATION

Fill in the amount of State, Federal, and occupational privilege taxes paid. IMPORTANT - This includes payroll and withholding. If you have part-time or full-time paid staff this section must be filled out.

- Government organizations: Only include taxes for the department that has SCFD eligibility. DO NOT include taxes for the entire municipality.

## STAFF AND VOLUNTEER

Provide information on staff/volunteers to the best of your ability. Ensure that the status of all full-time, part-time, and contract employees is compliant with Federal and State labor laws. If you are unsure how to classify individuals, refer to what you have done in previous final grant reports.

## ATTENDANCE

Report the organization's in-person and virtual attendance numbers for the most recently completed fiscal year. **Use actual attendance numbers, not impressions or occurrences.**

### REMINDER:

Account for a person's attendance in only one category.

**Virtual Attendance:** Include only attendance that provides meaningful engagement and is tangible. **Do not include** counts that do not meet the meaningful engagement requirement (e.g., social media posts, marketing statistics, website analytics, YouTube/Vimeo views, newsletter subscriptions, indirect, etc.)

**Note:** Youth includes anyone your organization classifies as youth.

- General Visitor Information: Account for all people who attended or participated in programming, performances, or exhibits, whether paid or free.
- Fundraising: Account for all people who attended the organization's fundraising events.
- School Programming: Account for all people who attended any school programming provided by the organization, whether paid or free.

**From the organization's Total Adult & Youth Attendance, provide the total number of people served online/virtually.** For example, if the organization collectively served 3,000 people in-person and virtually (i.e., Overall Attendance) and 500 of the 3,000 people were served virtually,

input 500. Refer to the Do not include categories mentioned above. Virtual Attendance should not be greater than the Total Adult & Youth Attendance.

**Reminder: Attendance will calculate and appear upon clicking Save and Close.**

## SCHOOLS

- Number of Schools Served: Based on all the schools the organization provided programming for, count each school once and type the total into the field. If the organization does not work directly with schools (public, private or home schools), enter "0".
- School Demographics (*Optional*): If the organization has demographic data regarding school children served (gender, race, free lunch, etc.), please provide that information.

**Geographic Attendance:** Break down the total attendance by county to the best of your ability, including virtual attendance. Fill in the chart with the number of attendees, not percentages. This is important information!

**The total Adult & Youth Attendance should match the total Geographic Attendance.**

## ASSURANCES

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All organizations must complete the Assurances section. The authorizing official is responsible for the content of each assurance statement.

## REVIEW

To review the final report, click **Save and Close**. After completing all required information and carefully proofreading the content, click the **Submit** button.

**WARNING:** You will not be able to edit the report after submission.

**Reminder:** Your submitted report can be found under the **Submitted Reports** folder.

## QUESTIONS

SCFD Staff are available to help! Contact the [SCFD staff](#) at **(303)-860-0588** with any questions regarding SCFD reporting procedures.

Organizations with any outstanding FGRs that are not completed and submitted by the deadline will **not** be allowed to apply for Tier III funding during the upcoming grant cycle. **There will be no exceptions.**