

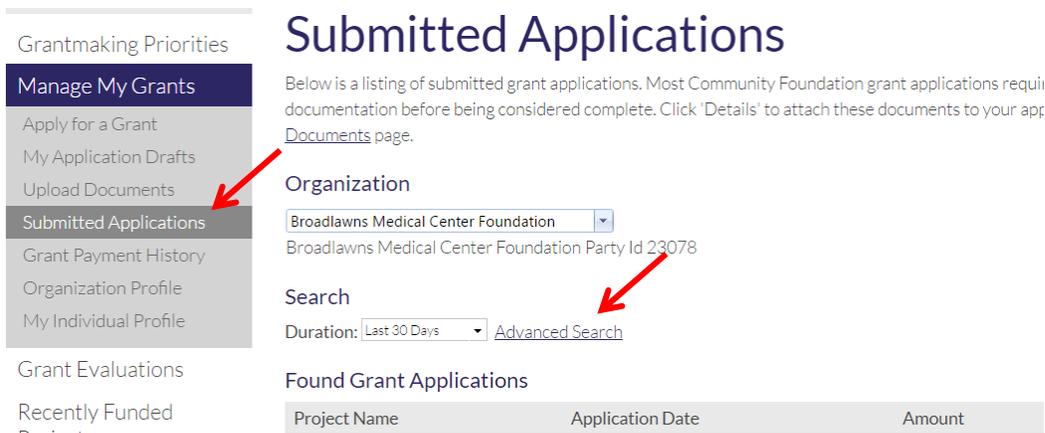
## GRANT EVALUATION INSTRUCTIONS

1) Login to your Manage My Grants account:

<https://dmf.iphiview.com/dmf/Grants/ManageMyGrants/tabid/502/Default.aspx>

2) Click on Submitted Applications

- If you submitted your grant application within the last year, you will select *Last Year under the Duration drop down box.*
- If you submitted your grant application over a year ago > *select Advanced Search > select Details.*



**Submitted Applications**

Below is a listing of submitted grant applications. Most Community Foundation grant applications require additional documentation before being considered complete. Click 'Details' to attach these documents to your application or use the [Upload Documents](#) page.

**Organization**  
Broadlawns Medical Center Foundation  
Broadlawns Medical Center Foundation Party Id 23078

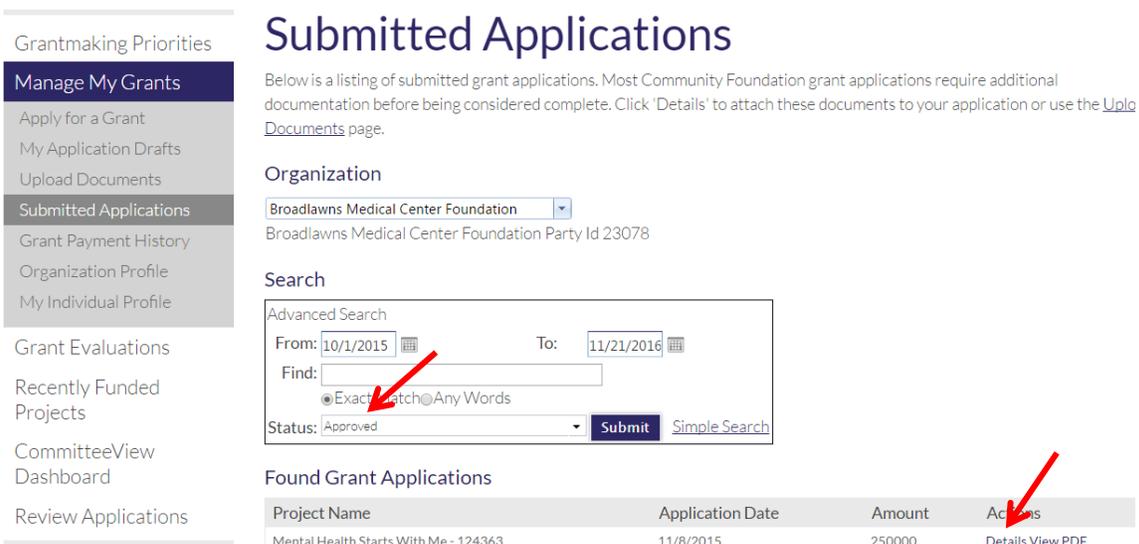
**Search**  
Duration: Last 30 Days [Advanced Search](#)

**Found Grant Applications**

Project Name	Application Date	Amount

3) This will bring up a new screen where you can enter date ranges to search by (i.e.

11/1/2015 – current date). > Under Status select **Approved** > Click the **Submit** button.



**Submitted Applications**

Below is a listing of submitted grant applications. Most Community Foundation grant applications require additional documentation before being considered complete. Click 'Details' to attach these documents to your application or use the [Upload Documents](#) page.

**Organization**  
Broadlawns Medical Center Foundation  
Broadlawns Medical Center Foundation Party Id 23078

**Search**  
Advanced Search  
From: 10/1/2015 To: 11/21/2016  
Find:   
 Exact Match  Any Words  
Status: Approved **Submit** [Simple Search](#)

**Found Grant Applications**

Project Name	Application Date	Amount	Actions
Mental Health Starts With Me - 124363	11/8/2015	250000	<a href="#">Details View PDF</a>

- A list of applications that have been approved for funding during the selected time parameter will show up in the list. Under Actions select **Details** on the appropriate application.
- Next from the list find Grant Evaluation and select **Upload** fill out all 5 areas of the narrative portion of the evaluation, save as you go.

Grantmaking Priorities

**Manage My Grants**

Apply for a Grant

My Application Drafts

Upload Documents

**Submitted Applications**

Grant Payment History

Organization Profile

My Individual Profile

Grant Evaluations

Recently Funded Projects

CommitteeView Dashboard

Review Applications

## Grant Application Detail

Mental Health Starts With Me - 124363

For Application ID: 124363

**Step 1: Application Questions PDF**

[Click to view .pdf](#)

**Application Requirements**

Name	Description	Date Completed	Actions
Updated Project Budget	Please provide details on the following: other sources of secured funding, pending funding requests, information on matching/challenge grants including their timelines, your organization's and/or Board Members' financial commitment and the amount requested from the Community Foundation (.docx, .doc, .pdf)	11/9/2015	<a href="#">Upload</a>
Additional Information Desired	Additional information desired, including up to 4 letters of support (.docx, .doc, .pdf)	11/9/2015	<a href="#">Upload</a>
Grant Evaluation			<a href="#">Upload</a>

- After completing the narrative portion of the evaluation return to this Grant Application Detail screen and click on End-Use Accounting. This is where you will provide documentation on how the funds were utilized (i.e. copies of checks paid, invoices, update project budget documenting how funds were expended).

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## Upload Required Documents for Application

Note: Please only upload the document(s) referenced below. To upload other items from the requirements list, you will need to click "Back to Requirements" below and click "Upload" for the appropriate requirement.

**Grant Evaluation**

**Description**

- 1 Section 1: [Organization Information](#)
- 1 Section 2: [Contact Information](#)
- 1 Section 3: [Project Goals](#)
- 1 Section 4: [Project Outcomes](#)
- 1 Section 5: [Project Successes](#)

**Evaluation**

[Back to Requirements](#)