COMMUNITY FOUNDATION GREATER DES MOINES

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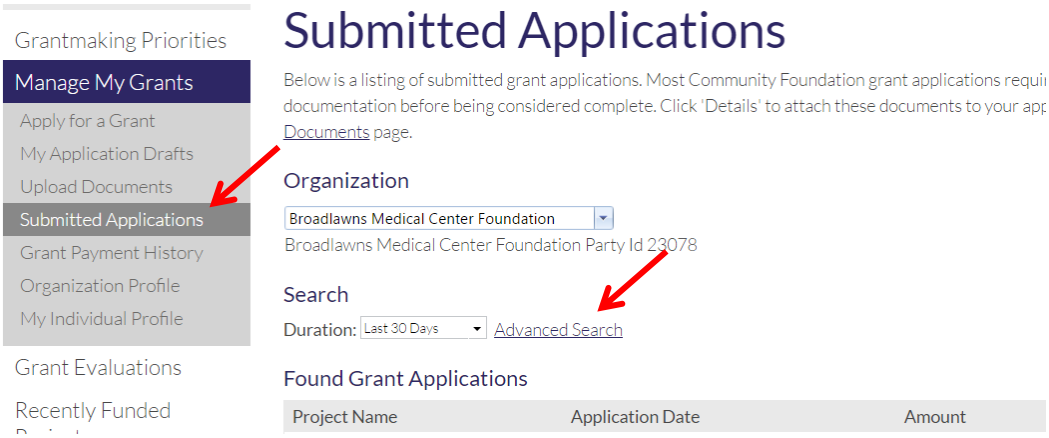
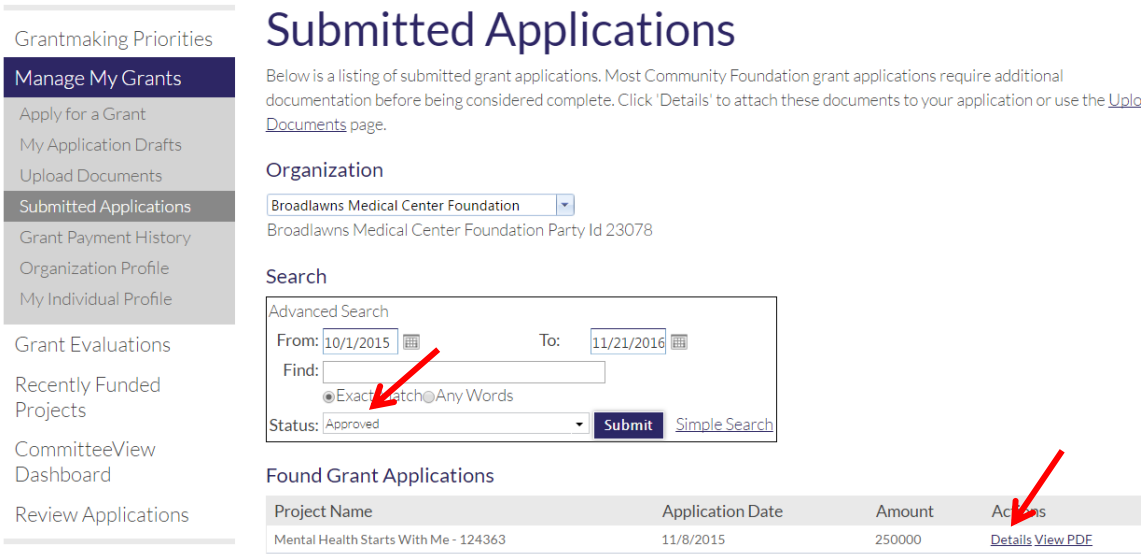
GRANT EVALUATION INSTRUCTIONS

1) Login to your Manage My Grants account: https://dmf.iphiview.com/dmf/Grants/ManageMyGrants/tabid/502/Default.aspx

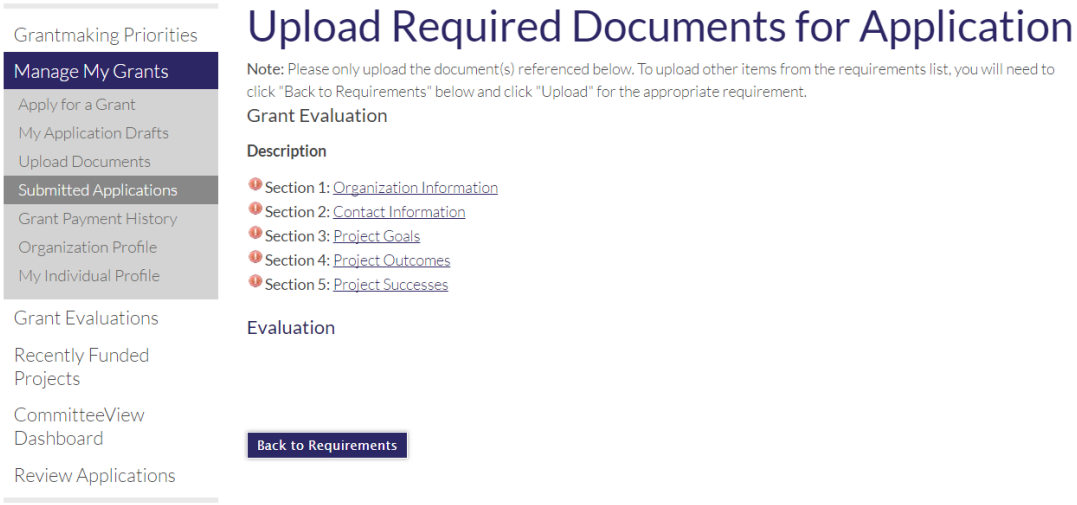
2) Click on Submitted Applications
   - If you submitted your grant application within the last year, you will select *Last Year under the Duration drop down box.*
   - If you submitted your grant application over a year ago *> select Advanced Search >* >select *Details.*



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.



4) 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.

5) 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.

6) 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 copies of checks paid, invoices, update project budget documenting how funds were expended).