



Mini-Grant Report Questions and Guide

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How to Find the Grant Portal

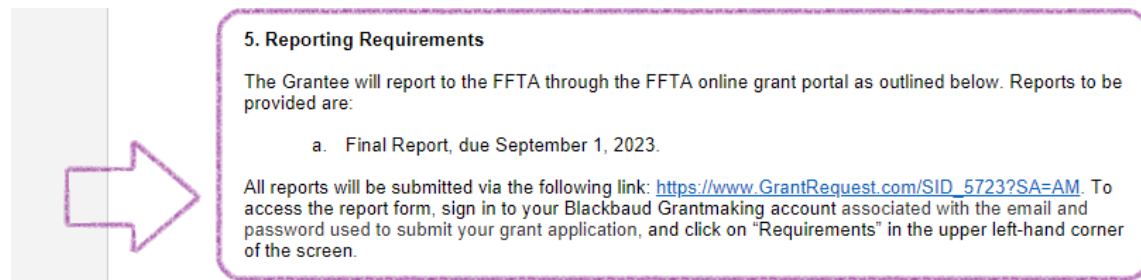
Direct Link

There is a link to the online grant portal in the grant agreement, as well as a link on our website.

You can also access that same link [here](#).

Link in Agreement

A link to the portal and information on how to sign in can be found in section 5 of the grant agreement.

A screenshot of a document section titled "5. Reporting Requirements". The text describes reporting requirements for the grantee, including a final report due on September 1, 2023, and provides a link to the online grant portal. A large white arrow points from the left towards the text box.

5. Reporting Requirements

The Grantee will report to the FFTA through the FFTA online grant portal as outlined below. Reports to be provided are:

- Final Report, due September 1, 2023.

All reports will be submitted via the following link: https://www.GrantRequest.com/SID_5723?SA=AM. To access the report form, sign in to your Blackbaud Grantmaking account associated with the email and password used to submit your grant application, and click on "Requirements" in the upper left-hand corner of the screen.

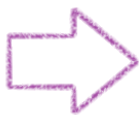


Link on Website

Go to our website and select the “Apply for Funding” page or visit <https://fundforthearts.org/funding/>. The link to access the grant portal is near the top of the page.

Fund for the Arts Grant Programs

At Fund for the Arts, our mission is to contribute to the overall health and well-being of our community by **generating resources** for, **investing** in, and **supporting** our local arts, artists, and arts organizations. Keep scrolling to learn more about our current and upcoming funding opportunities!



Looking to complete your grant? [Click here to log in to your existing grant account via the grant portal.](#)
Visit the pages below to see new grant opportunities.

Questions for the Fund for the Arts Community Investment & Support team? Join us for virtual office hours every **Tuesday at 4 pm** to answer questions related to grant applications, support opportunities, and other additional work of Fund for the Arts. [Click here to join the meeting.](#)

Signing in

- Sign in with the same email and password used to apply for the grant.

Accessing the Reports

Once you have signed in, click on “Requirements” in the upper left-hand corner to view grant reports, rather than grant applications. Click on your report and fill in the questions in the online grant portal.

Account: | Change E-mail/Password
Last Log in: 1/12/2021 1:13 PM GMT-05:00

Applications Requirements

Requirements

Click the Applications tab to view saved and submitted Applications.

Show New Requirements
 Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
CLR 11-1-2021 Final Report	Cultural Lou Recovery Grant Application	Final Grant Report		11/1/2021	1/12/2021	Owner	🔍 🗑️ 🔄
CLR 1-30-2021 Mid-Year Report	Cultural Lou Recovery Grant Application	Progress Report		1/31/2021	1/12/2021	Owner	🔍 🗑️ 🔄
CLR 9-30-2020 Report	Cultural Lou Recovery Grant Application	Progress Report		9/30/2020	1/12/2021	Owner	🔍 🗑️ 🔄
CLR 9-11-2020 Report	Cultural Lou Recovery Grant Application	Progress Report		9/11/2020	1/12/2021	Owner	🔍 🗑️ 🔄



Troubleshooting

- Password: If you need to reset your password, be sure to check your spam folder, because reset emails, which come from mail@grantapplication.com, are often flagged as spam. We can also send a [step-by-step password reset guide](#), if needed.
- Another good step is to be sure that mail@grantapplication.com is on your Safe Senders list.
- Further issues: If you continue to have issues, reach out to grants@fundforthearts.org or chagan@fundforthearts.org. You can also join the Community Investment & Support team for virtual office hours on zoom every Tuesday at 4 pm to ask questions related to grant applications, support opportunities, and other additional work of Fund for the Arts. [Click here to join the meeting.](#)

Questions Contained in the Grant Report


1. What is your name?
2. What is the name of your community event(s) funded by this grant?
3. What date(s) did they take place?
4. How many attendees participated in your community event(s)? How did you track the number of attendees?
5. How many artists were paid to participate in the community event(s)? What was the total amount paid to artists?
6. How many arts organizations (organizations whose primary mission is an arts mission) participated in the community event(s)?
7. What is the name of the neighborhood(s) where your community event took place?
8. What county and state did your community event(s) take place in?
9. For Louisville Metro events, what metro council district did your community event(s) take place in?
10. Please share a story of the impact that your event had on an audience group or audience member?
11. What challenges did you meet in the execution of your project? Please reflect on the causes of the challenges and what you learned for future events. Please include if any significant changes happened in the execution of your project from your initial application.
12. The Community Event Mini-Grant is a new grant opportunity, please share any feedback on the application, reporting requirements, Fund for the Arts promotion or partnership, or any other elements of this grant.



ATTACHMENTS: Please attach 2-3 photographs from your event(s) that Fund for the Arts may use in promotion of the Arts in Neighborhoods initiatives. Please include photo credits and a description of the photos. You May also attach 1-3 video links.

What the Report will look like in the Online Portal

us.grantrequest.com/Application.aspx?sid=5723&aid=39676



Grant Report Attachments Review My Requirement

Grant Report Print

* Required before final submission

Please answer the questions below with the most accurate information available to you. For community events that included a series of events, please answer for the series as a whole.

Grant Report

Organization Name
This field should auto-populate.

* What is the name of your community event(s) funded by this grant?

* What date(s) did they take place?

* How many attendees participated in your community event(s), and how did you track the number of attendees?