

2023 Online Reporting Process for Community Foundation of Anne Arundel County (CFAAC)/Anne Arundel Women Giving Together (AAWGT) Current Grantees

All AAWGT Grantees are required to use Foundant, our Grants Management Software, and 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 original grant application preparer for the current grant year, you may have to contact that individual for additional help.

ONLINE ACCESS: We recommend you use the latest edition of the Google Chrome browser. (Please do not use Internet Explorer as it is not supported by our software and we will not be able to assist you with any problems you might encounter.)

ACCOUNT: An organization may have only one account (by EIN number), with many contacts. This same individual account access will be used for your Interim and Final grant reports. If you forgot your personal 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, 2022, and your Final Report will be due on July 31, 2023. 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 which will represent the official accounting of the grant. 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. We will either respond by email or telephone, so please provide a telephone number and a convenient time for AAWGT to call you back.