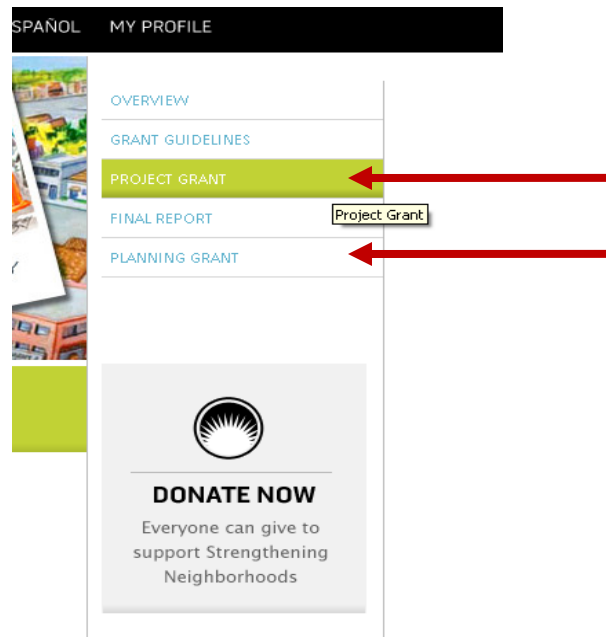


FINAL REPORT HOW-TO GUIDE

1. After submitting your application online, you will receive an automatically-generated email from The Denver Foundation confirming that you have successfully submitted a Grant Application to Strengthening Neighborhoods:



2. The email will also include a link to view your submitted application. (NOTE: this link will take you to the final step, 'review and submit.' You do not need to re-submit your application)
3. To check the status of your grant online, visit www.strengtheningneighborhoods.org/apply Click on the appropriate sidebar link (planning grant if you submitted a planning grant, or project grant if you submitted a project grant).

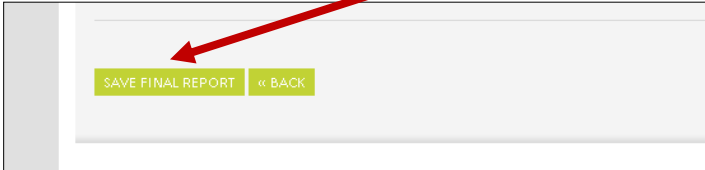


- You can check your application status by scrolling to the bottom of the page. (NOTE: it is not possible to begin your final report until 'Project Status' changes to 'Approved')

Please select which application you are submitting a final report for

Project Name	Project Status	Submit Final Report
Sam's Community Garden	Approved	Submit Final Report
Sam's Community Coffee	Approved	Submit Final Report

- After your grant has been approved, you may begin the Final Report. Click on the link (Submit Final Report) to submit your report.
- Follow the instructions in the final report carefully, and thoroughly complete each step with as much information as possible. We are always looking for ways to improve, and ask that you take the time to submit any additional comments and suggestions about the grant process.
- To submit your Final Report, click the 'save report' button. (NOTE: There is NOT a 'submit' button)



- After submitting (saving) the report, you will receive an email (similar to the first confirmation) that indicates you have successfully submitted a Final Report:

