ONLINE GRANT REPORT INSTRUCTIONS

Please read this document entirely before starting a report.

Preliminary Steps:
Using the link from the Hearst Foundation website’s How to Report page, please log in to the portal with the username and password previously created by you or provided to you. If you do not have a login, please refer to the Administrators section below.

Once logged in, the Dashboard should appear. If the Dashboard does not appear, please select Dashboard on the top, right corner. For your convenience, we recommend bookmarking the Dashboard URL.

In the Item column, select Grant Report from the drop-down menu. All grant reports will then be listed.
Use the **Type** column to identify an **Endowment Report** or **Program Report**.

![Table of Type Column]

Please identify the **Scheduled** report under the **Status** column and select the **Edit** icon to begin the report.

![Table with Status Column]

**How to Complete the Report:**

**Endowment Reports:**

- Please complete either the **Hearst Scholarship/Program** or **Institutional Endowment** (non-named) section as it relates to the purpose of your organization's Hearst Endowed Fund.

- Please complete the report for the year of your most recently completed Audit, as indicated by the report's fiscal year.

- If your organization has more than one Hearst Fund, each report will be separately listed.

**Program Reports (includes General Support, Capital, Scholarship & Research grants):**

- Please complete the general information sections and those sections specific to your type of grant, as indicated on the fields.
Steps to Completing the Report:

1. For both Endowment and Program reports, please complete all fields that relate to your organization and specific grant. If the Due Date needs to be adjusted, please contact the appropriate person designated in the Administrators section below.

2. Please use the Help Text icon to access instructions for specific fields and use the Grant Reporting Guidelines on the Hearst Foundations website’s How to Report page.

3. The individual completing and submitting the report should enter contact information under the Report Contact section at the bottom of the report. Please do not edit information under the Profile section of the portal.

4. After saving your entries, use the Continue button to advance to the next tab or the Edit button to make changes. Please check the top of the page for error messages in red. This will give you specific areas to revise in order to proceed.

5. For Program reports, please complete requested information on the Benchmarks tab. Please describe progress toward the goals established at proposal submission in a) number and b) percentage terms and briefly describe impact and outcomes for each goal.
6. For both Endowment Report and Program Report, select the Attachments tab, where you will be required to upload attachments in PDF, Excel or Word formats. Once you have uploaded all documents on the Attachments tab, press the Continue button to advance to the Review & Submit tab.

7. On the Review & Submit tab, applicants should review, print and submit the grant report.

8. If there are no error messages on any tabs, your report should submit. Please confirm this by checking the status on the Dashboard, which should list the report as Submitted.

For convenience when returning to complete work in the future, please be sure to bookmark this page's URL.

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Administrators:

Please email or call Mayra Cedeño in New York at mcedeno@hearstfdn.org or 212-649-3759 or Annette Hepler in San Francisco at ahepler@hearstfdn.org or 415-908-4521 for any questions or adjustments referenced above.

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