

## ONLINE GRANT REPORT INSTRUCTIONS

Please read this document entirely before starting a report.

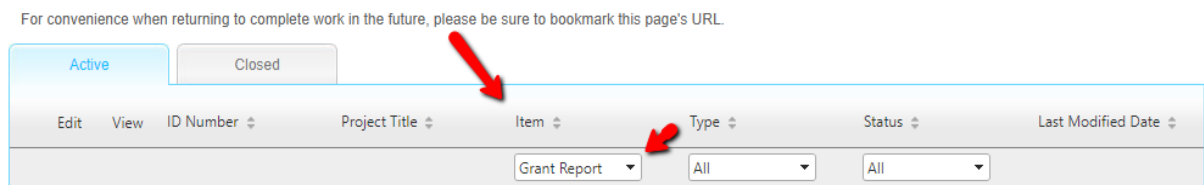
### Preliminary Steps:

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.

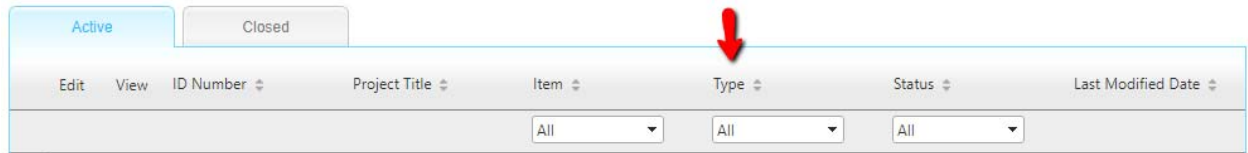
Once logged in, the Dashboard should appear. If the Dashboard does not appear, please select **Dashboard** on the top, right corner. For your convenience, we recommend bookmarking the Dashboard URL.



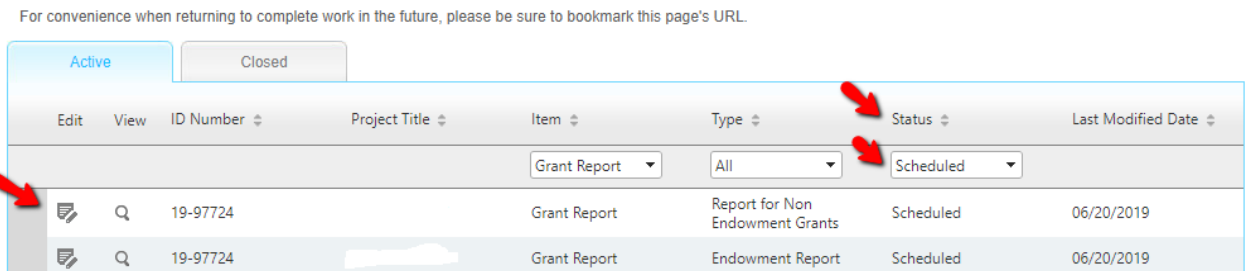
In the **Item** column, select **Grant Report** from the drop-down menu. All grant reports will then be listed.



Use the **Type** column to identify an **Endowment Report** or **Program Report**.



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



## How to Complete the Report:


### Endowment Reports:

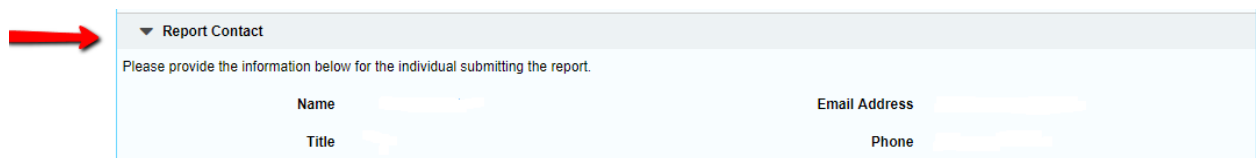
- Please complete either the **Hearst Scholarship/Program** or **Institutional Endowment** (non-named) section as it relates to the purpose of your organization's Hearst Endowed Fund.
- Please complete the report for the year of your most recently completed Audit, as indicated by the report's fiscal 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.

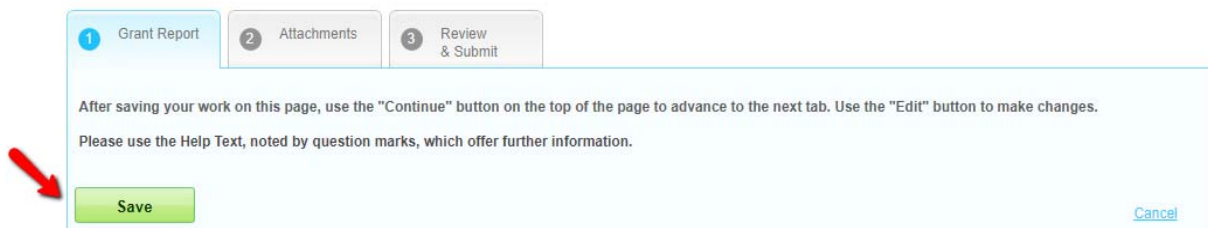


▼ Report Contact

Please provide the information below for the individual submitting the report.

Name		Email Address	
Title		Phone	

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.

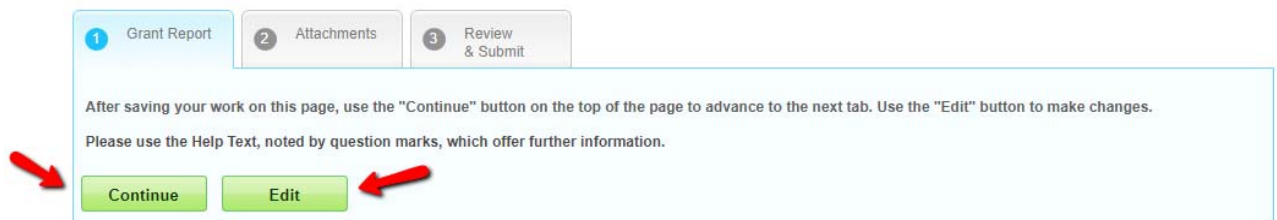


1 Grant Report 2 Attachments 3 Review & Submit

After saving your work on this page, use the "Continue" button on the top of the page to advance to the next tab. Use the "Edit" button to make changes.

Please use the Help Text, noted by question marks, which offer further information.

[Save](#) [Cancel](#)



1 Grant Report 2 Attachments 3 Review & Submit

After saving your work on this page, use the "Continue" button on the top of the page to advance to the next tab. Use the "Edit" button to make changes.

Please use the Help Text, noted by question marks, which offer further information.

[Continue](#) [Edit](#)

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.

Active		Closed					
Edit	View	ID Number	Project Title	Item	Type	Status	Last Modified Date
				All	All	All	
▼	🔍		2019-06-20 Test	Application	Program	Application Started	06/20/2019
	🔍		GR-000017152	Grant Report	Report for Non Endowment Grants	Submitted	06/20/2019

### Administrators:

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

Revised June 2019