Montana Justice Foundation Grant Reporting Guide

1. Go to Foundant, MJF's online grant application program:
   https://www.grantinterface.com/Home/Logon?urlkey=montanajustice
   Or visit MJF's website to access Foundant:
   http://www.mtjustice.org/our-work/grants/grant-reporting/

2. Login using your email and password. Please note that grant proposals are associated with unique users. If your organization has more than one person accessing the grant proposal, you must use the same login credentials you used when submitting the proposal.

   Once you have logged in, you should be taken to the page below, or your Applicant Dashboard. You will see your applicant and organization information, the project title, and any follow-ups or reports that are pending.

3. To complete a report, click on the "Edit" link, located to the very right-hand side of the screen under the "Follow Up Forms" heading.

You will be taken to the "Follow Up" screen. This screen shows an "Application" tab to view the original application and a "Follow Up" tab where you can complete reports:

4. Click on the "Follow Up" tab to access your required report. Under the "Follow Up" tab, you will see two sections. "General Information," which will have instructions for the report as well as some basic information about your grant, project title, grant spending, etc. The second section is the reporting form and is labeled either "Mid Year Progress Report" or "Year End Progress Report" depending on the reporting period. These menus may automatically expand when you click on the "Follow Up" tab.

Please remember to complete both the "General Information" and the "Progress Report" sections.

5. Fill in all questions in the report. Please note that required sections have an *, and you will not be able to submit the report without responding to these questions.

For the question regarding financial reporting, please include both a narrative as well as a budget. You may use your organization's budgeting forms or use one provided by MJF, available here: http://www.mtjustice.org/our-work/grants/grant-reporting/

Click on the "Financial Form" button to download an excel spreadsheet. Please note that the spreadsheet has two tabs, one for the mid-year report and one for the year-end report.

6. Once you have completed the report, click the "Submit" button on the bottom of the page.

   If you would like to save your report and come back to it later, click on the "Save Follow Up" button.

If you have any questions or need assistance with accessing, completing, or submitting your report, please do not hesitate to contact us at mjf@mtjustice.org or 406-523-3920.

Thank you!