



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.

Applicant Dashboard

Public Profile

Applicant:
Ms. Test Contact
crystine.miller@gmail.com
406-366-0363
123 1st Ave
Helena, MT 59601
[Contact Email History](#)

Organization:
Test Organization
N/A
406-366-0363
123 1st Avenue
Helena, MT 59601

If your organization information does not appear correct, please contact the funder. Thank you.

Test Project

Process: Montana Justice Foundation 2016 Grant Program
Application Submitted 01/31/2017 [View Application](#)

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
MJF 2016 Mid Year Progress Report	Test Contact	Overall Award	01/31/2017	Assigned	Edit

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.

The screenshot shows the Applicant Dashboard for the Montana Justice Foundation. The page title is "Applicant Dashboard". Under the "Public Profile" section, there is information for the Applicant (Ms. Test Contact) and Organization (Test Organization). Below this, there is a "Test Project" section with a "Process" of "Montana Justice Foundation 2016 Grant Program". The "Follow Up Forms" section contains a table with the following data:

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
MJF 2016 Mid Year Progress Report	Test Contact	Overall Award	01/31/2017	Assigned	Edit

A red arrow points to the "Edit" link in the "EDIT/VIEW" column of the table.

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:

The screenshot shows the "Follow Up" screen for the "Test Project". The page title is "Follow Up - Grant Lifecycle". The "Process" is "Montana Justice Foundation 2016 Grant Program". There are two tabs: "Application" and "Follow Up". A red arrow points to the "Follow Up" tab. Below the tabs, there is a "Contact Info" section with applicant and organization details. Below that, there is a "FollowUp Packet" and "Question List" button. The main content area is divided into sections: "Instructions", "Project Name", and "Funding Information".

Instructions
Please review the Montana Justice Foundation's Grants Policy before continuing with this application. The Policy and other information that will be useful to you in crafting your application is available on our website at www.mjjustice.org/programs-2. Applications for our general grants program are due by April 15, 2016. Please direct any questions to Niki Zupanic, Executive Director, at nzupanic@mjjustice.org or (406) 523-3920.

Project Name
Please give your proposal a brief, descriptive project name.
Test Project

Funding Information
Short Project Description
Please provide a one-paragraph summary of your request for funding.
test description

- 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.

The screenshot shows a web browser window with the URL <https://www.grantinterface.com/Request/Submission/FollowUp?request=2843497&submission=7117566>. The page title is "Follow Up" and the subtitle is "Test Project". The process is identified as "Montana Justice Foundation 2016 Grant Program".

Contact Info

Applicant: Ms. Test Contact cristine.miller@gmail.com 406-366-0363 123 1st Ave Helena, MT 59601	Organization: Test Organization N/A 406-366-0363 123 1st Avenue Helena, MT 59601
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Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Navigation: Application | **Follow Up** | FollowUp Packet | Question List

Fields with an asterisk (*) are required.

- > General Information
- > Mid Year Progress Report

Buttons: Save Follow Up | Submit Follow Up

- 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.

Follow Up - Grant Lifecycle x

Secure | https://www.grantinterface.com/Request/Submission/FollowUp?request=2843497&submission=7117566

Apps | IOLTA | Website | Development | Grants Management | Communications | Media | MJF | ATJC

Montana Justice Foundation | Test Contact

MONTANA JUSTICE FOUNDATION | Apply | Fax to File

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Accounting of Expenditures*
Please provide a specific accounting of the items for which MJF funds were spent during the first six months of the grant period. Please include a narrative description of how MJF funds were used and upload a project budget that shows how MJF funds were spent. You may use the sample MJF financial form available at mtjustice.org.

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Upload a file [5 MiB allowed]

Printed Materials
Please upload a copy of any materials printed with the use of MJF funds during the first six months of the grant year.

Upload a file [5 MiB allowed]

General Comments
Please share any general comments or suggestions you believe may assist the MJF in its evaluation of your program and performance under this grant.

1,000 characters left of 1,000

Save Follow Up | Submit Follow Up

Grant Management Software provided by Foundant Technologies © 2018

Type here to search | 10:35 AM 2/28/2018

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!