

## Final Report Instructions – Community Grants

The link to the eGrant portal is available at [asfdn.egrant.net](http://asfdn.egrant.net). Once on our eGrant page login and follow the instructions below:

1. Use the **same** username and password used to apply for the Community Grant.
2. Once logged in, look at the “Applicant” column on the left-hand side of your screen and choose “Drafts.”
3. Once the draft screen is showing, choose one of the following depending upon when you received the grant:
  - a. “Application Type” *Community Grant Application Cycle 1*. (Received grant in March)
  - b. “Application Type” *Community Grant Application Cycle 2*. (Received grant in December)
4. The “Phase” for either form will say *Reporting*.
5. Once the final report is submitted, an e-mail will be sent to the address used to create the eGrant account. This e-mail is confirmation that your final report has been received.

If you have any questions or would like to discuss your community grant, eGrant account, or the final report, contact Cierra Stancil at 860-357-2652 or via email at [cstancil@ASFdn.org](mailto:cstancil@ASFdn.org).