State Funds Grant Reporting Overview

An overview and demonstration of reporting process for the 2018-2019 State Funds Grant

Presented by Director of Programs Christina Swiridowsky and Program Officer Matt English
Agenda

State Funds Grant Reporting Overview

1. Welcome
2. What will be Familiar from last reporting year 5 min.
3. What’s New for this reporting year 5 min.
4. Grant Narrative Demonstration 15 min.
5. Patient Services Report Demonstration 5 min.
6. Reallocation Request Demonstration 5 min.
7. Best Practices 5 min.
8. Important Information 5 min.
9. Questions 20 min.
What’s stayed the same?

- The Gifts-Online Portal (same portal used for the application process) will be used for the Grant Narrative (demonstration to be provided).
- Patient Services Reporting Portal will be used to provide Patient Services.
- A google form will be used to submit a Reallocation Request.
- **THE GRANT NARRATIVE, PATIENT SERVICES REPORT, and REALLOCATION REQUEST FORM** will be Found in the Grant Reporting drop-down menu on fafcc.org.
What’s different?

● The content of the Grant Narrative has been modified to reflect the broad budget categories applied for in the grant application.
  ○ New updates include expanded questions on measurable outcomes for respective budget categories and the overall scope of the award (will expand on in live demonstration)
● Patient Services Report will only be required for the First (12.14.18) and Fourth (7.15.19) Progress Reports.
● Reallocation Requests are now being accepted on a rolling basis (12.1.18-6.1.19)
  ○ Awardees can submit up to four reallocation requests throughout the grant cycle.
● Expenditure Documentation is now required to be submitted along with each reporting period.
2018-2019 State Funds Grant Agreement

A Joint Partnership of
FAFCC
and
State of Florida,
Department of Health

This Grant Agreement (the “Agreement”) is entered into by Florida Association of Free and Charitable Clinics, Inc., a Florida nonprofit corporation (the “Association”), and Matt’s Medical Clinic Inc., a Florida nonprofit corporation (the “Grantee”), who agree on the following terms and conditions for the implementation of a 2018-2019 State Funds Grant:

I. GRANTEE INFORMATION:

A. FAFCC Member: Matt’s Medical Clinic

B. 501(c)(3) Fiscal Agent in Charge of Grant Funds: Matt’s Medical Clinic Inc.

C. Federal Tax ID #: 12-14343

II. TERMS OF GRANT:

A. Grant ID #: 2018-100

B. Grant Amount: $45,000.00

C. Grant Period: September 27, 2018 – June 30, 2019

D. Grant Funded Projects and Amounts:

Operational Costs: $9,750.00
Personnel Costs: $13,000.00
Programmatic Costs: $22,000.00
Conference Award: $250.00
GIFTS Online

Portal is housed on the FAFCC Website

http://www.fafcc.org/?
Patient Services Reporting Portal

Portal is housed on the FAFCC Website

http://www.fafcc.org/?
Reallocation Request Form

Form is housed on the FAFCC Website

http://www.fafcc.org/?
Expenditure Documentation

- All expenditure documentation should include expenses on all line-items. All documents should be scanned into a PDF file, labeled 2018-## Clinic Name, and emailed to matt@fafcc.org and cc’d to christina@fafcc.org. If a single PDF file is not possible, please indicate to FAFCC in the email how many files in total we will be receiving.
  - Documentation should date from Sep 27th, 2018 - November 30th, 2018
- All expenditure forms include receipts, invoices, or any additional official expense documents
  - Expenditure Documentation is due by 5:00 p.m. EST on Friday, December 14th, 2018.
Best Practices for Easy Navigation

- Gifts-online is compatible with all internet browsers including:
  - Internet Explorer
  - Google Chrome
  - Safari
  - Mozilla Firefox

- Keep to a workstation when starting and completing the Grant Narrative
  - Use PC or Mac laptops, or desktop computers.
  - Do not Use mobile devices, including Ipads and tablets.

- Copy and paste long answer descriptions in to field.
  - Exiting the browser without clicking the “save and finish later” function, your work will be lost.
  - A confirmation email will provided with every “save and finish later” click.

- Common troubleshooting steps for website issues are to clear your browser history and delete your browser cache and cookies.
Best Practices for Successful Reporting

- When Completing your Grant Narrative Report, the online system will populate the amount awarded for each budget category.
  - Please complete the section in full for any category that is awarded
  - Please use your Executed Grant Agreement as a source of reference.
- Limit your use of bullets and other formatting.
- Copy and paste as needed. Log into your account at https://www.GrantRequest.com/SID_5776?SA=AM to access your saved Grant Narrative.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- Add fafccregister@gmail.com to your safe senders list to ensure you receive all system communications.
Important Information

● Due Date for the First Progress Report: **Friday, December 14th by 5pm EST.**
  ○ All information pertaining to the State Funds Grant Report will be housed in the Grant Reporting drop-down menu of the FAFCC website (fafcc.org).
    ■ The Drop-down menu contains the following tabs
      ● Reporting Guidance (This includes a Q&A and Reporting Guidance Document)
      ● Grant Narrative Report (Gifts-Online Portal)
      ● Patient Services Report (Patient Services Reporting Portal)
      ● Reallocation Request Form (Google Form)
      ● Video Resources (Webinar to be posted by Dec. 4th; 5 min. Navigational videos currently uploaded)
      ● State Funds Grant Calendar
      ● Change of Information

● Please Note
  ○ To access your Grant Narrative Report: you will need to use the same account that was used to submit the Grant Application; If you no longer have access to that account please notify Matt via email.
  ○ To access your Patient Services Report: You will need to use the email address of the Project Liaison FAFCC has on file.
Questions & Inquiries

• The Grant Narrative is currently available to access on your Gifts-Online.

• If you have any questions regarding the reporting access (technical or otherwise), please contact the FAFCC team.

• Please use the subject: First Progress Report questions/concerns.

• Matt: matt@fafcc.org

• Christina: christina@fafcc.org
Q&A