How to Submit Reporting and Invoices or "Follow-ups" in KCD's Online Grant Portal

1. Go to the KCD website and click on the grants tab at the center of the page

2. Click either the Seattle Community Partnership Grant Program or the Member Jurisdiction Grant Program page link.

3. Scroll down to the "For Approved and Existing Grants" box and click the blue "Log On Now" button, this will take you to another page where you will enter your log on credentials to access the online grant portal. Your username is your email address and your password is either your last name if it is six letters or more or password or the password you set up

4. After you log on, you should see "Applicant Dashboard" at the top left. The grants that are assigned to you will appear in boxes with the title of your grant project at the top

5. Then scroll down a little to the "Follow Up Forms" section. This is where all the forms you need to fill out and submit will be located.

6. On the Far right of the page, next to the follow-up form, there should be a blue "Edit" link next to the Progress Report/Reimbursement Request-Primary Form or other form that is available to edit. Click on the blue "Edit" link. If you would like to access a form that does not have the blue edit link, please contact me. You will also see a due date associated with each form, that is the date the form is available to edit and not truly when the form is due.

7. Once you click on the edit button, the form will open. The information from your grant application is at the top. Below those fields will be the fields where you can enter your progress on the activities proposed and a place to upload photos if you have them.

8. The following section is the reimbursement request form where you will need to fill in the date of your request, you can download the reimbursement request form by clicking the blue Reimbursement Request form link, then save it and upload it to the online form by clicking on "Upload a file" button to browse to your saved file.

9. If you have multiple invoices and receipts you will need to download the expense itemization form to detail what's what. You can download the itemization form by clicking on the blue expense itemization form.

10. There are two "upload a file" buttons in the reimbursement request section of the form. One for the reimbursement request form and one for the expense back-up documentation. **You can only upload one file per "upload a file" button.** You will need to combine all your expense back up documentation (invoices, receipts) and the itemization form into one file. Then upload it by clicking on the "upload a file" button below the back-up information section. There are several ways you can combine multiple files into one file. You can upload an excel worksheet with multiple tabs in one upload area and then upload multiple receipts in one pdf into the back-up information section. There is a fax to file function at the top of the page which allows you to fax your documents into one file and upload it to the online grant portal. There are also free pdf combiner applications that can be helpful. Please do not email separate files.

Send any questions my way! I am happy to walk you through the steps over the phone or in person.

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