



Community Grant and Small Grant Reporting Instructions

Grant reports ensure there is accountability between your organization, Edmonton Community Foundation (ECF), and our donors. ECF staff review your grant report to learn how your initiative went. ECF staff also use grant reports to make improvements to our granting process, and to identify gaps in the community we might be able to help fill. We understand that grants take place in changing community contexts which are sometimes outside the control of the grantee.

When to Contact ECF

Contact ECF as soon as possible if any of the following arise:

- You need a grant reporting extension
- Your organization can't carry out the funded initiative
- You have completed your initiative but have some funds left over
- You need to make changes to the budget approved in your application/proposal which amount to 10% or more of the total grant (please note ECF needs to approve proposed reallocations of this size before the funds are expended).

In all situations ECF wants to meet your organization where you're at, and to find the best path forward.

For reporting questions, please contact grants@ecfoundation.org.

Accessing Your Grant Report

Community Grant and Small Grant reports are accessible on our Grants Portal (<https://ecfoundation.smartsimple.ca>). By default, reports are added to the account of the user who applied for the grant. This happens approximately three months after the grant is awarded. Once your report has been added to your account, you can find it by logging into the Grants Portal, scrolling down to the Grant Reports section, and clicking on "Unsubmitted Grant Reports". If you need the report moved to a different user account, you can email grants@ecfoundation.org.

Grant Report Format

Community Grant and Small Grant reports are online forms which have a number of short answer, dropdown menu, and multiple select questions. The report questions ask about the goals of your initiative, challenges you may have experienced carrying out this initiative, how people benefitted from the initiative, and how the financial contribution of ECF was recognized. There is also a space for you to upload a pdf copy of your grant budget and actuals.

If you are reporting on a Community Grant you will also see questions about any follow-up activities you may have planned, as well as questions about what you learned from your evaluation of the initiative (if you performed one).

Report Deadlines

The default report deadline is thirteen months after the grant was approved, on the last day of that month, unless the grant application indicates a later date. If you need an extension on your deadline, please contact grants@ecfoundation.org. We are happy to grant extensions but prefer to know if one is needed sooner rather than later.