CIRCLE OF SERVICE FOUNDATION
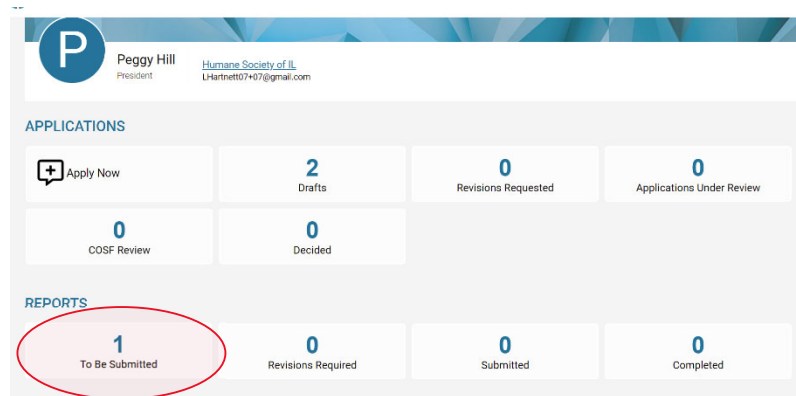*Supporting great organizations to enhance community, opportunity and well-being*

How to submit a challenge report

Click here to watch the video on how to submit a report.

This how-to guide and accompanying video will give you step-by-step instructions on how to submit a report (i.e. Challenge Report, Progress or Final Reports)
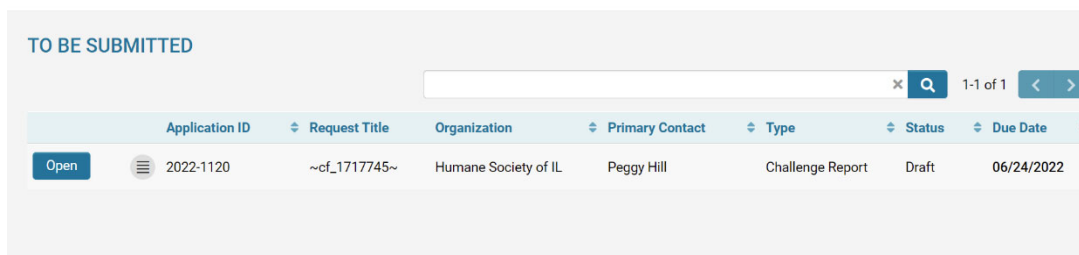
How to submit a challenge report

1. Log into your grant portal. Under the section that's labeled "Reports," you should see the number of reports for your organization in the tile labeled "To Be Submitted." Click this tile.

2. You will now see a list of your reports, which were agreed upon on the grant agreement terms signed by COSF and your organization. Open the one you would like to submit.

3. The record has been opened. Please fill in the appropriate information in each section. If this is a Challenge Report, information has been broken down into three tabs: Program Update, Fundraising Update, and Attachments. There are sections that need to be filled out in each tab.

4. If you need to leave your report, and it hasn't been completed, just hit the "Save Draft" button at the bottom.

5. In the Attachments tab, upload your challenge report document or additional, if needed. To do this, click the blue button with an up arrow. If you hover over it, it will say "upload." Once you click this button, you can either drag and drop your challenge report or upload via the blue button with the file on it. Please note: you can also find the template to use here, just click the hyperlink that says "Challenge Report Spreadsheet."

6. Once all information has been entered and all attachments have been uploaded, you can click "Submit." You have submitted a challenge report. In the grantee portal, you will see a "1" on the tile labeled "Submitted."