

## Progress Report Instructions

### Community Partnership Grants

If you received funding from Providence Alaska Foundation in the previous year's grant cycle, a progress report must be submitted **by September 1**.

Providence is interested in learning more about the progress you have made toward your program/project's anticipated outcomes, which will help inform future community health investment and health improvement planning efforts.

1. [Log in](#) to your existing account in the Community Partnership Grants portal.
  - If you've forgotten your password, you can reset it by clicking, "[Forgot your password?](#)" This may several minutes to process. Check your spam folder if you do not receive a follow-up email.
  - *Each organization should have only one shared login ID and password. If your organization's login needs to be changed, our team can update the email address on record.*
2. Once you log in, please review your Organization Profile and make edits/updates as appropriate.
3. On the main landing page, you should see a card with the name of your funded program from the prior grant cycle. Click on the blue status bar that says, "Progress Reports."
  - If your organization received more than one funding award, you will need to go through this process for each program.
4. The first item on the next screen will be, "Progress Report." Click on "Open" to begin your progress report.
5. Complete the answers to each question as instructed.
  - You may pause working on your progress report and save your work by clicking on "Save Draft," and return to finish it later.
6. Click on the **blue** "Mark Complete" button when you are finished with your report. At that point, the "Submit" button on the main page will turn **green**.
7. Click the green button to submit your progress report. The form is not fully submitted until you click the "Submit" button.
  - Once you submit your report, you will no longer be able to edit it, but you will be able to view and print it.

If you need additional information or assistance, please contact Liz Selsor, Community Health Investment Manager, at [liz.selsor@providence.org](mailto:liz.selsor@providence.org).