



GRANT CYCLE 2017 Final Report Instructions

Grant Cycle 2017 (July 1, 2017 – June 30, 2018) Capital Campaign and Project Grant (CCPG) electronic Final Reports are due by **3:00 p.m. on Friday, July 20, 2018**. Follow the below steps to complete your organization's report in Bravo's grants system.

1. Log into your Bravo grants management portal [here](#).
2. Under "Your Grants", click the "Edit" button to the right of the gold "Awarded" status for your GC17 CCPG application.
3. On the next page, under "Final Grant Report", click the "Start" button to the right of "GC17 CCPG Report".
4. The report is three pages long, with the first page asking only for you to verify contact information that might require updating since your GC17 application was submitted.
5. Once you are satisfied with your responses, hit the "Save & Exit" button at the bottom of the final page. You have submitted your final report!

Important Notes:

- Expending all grant funds by the end of the funding period, and providing a final expenditure report to Bravo by the July 20, 2018 deadline, are terms agreed to in your executed GC17 CCPG Agreement.
- All narrative questions have a 250-word maximum.
- A fillable PDF of report questions can be found on the [Grantmaking page of Bravo's website](#). The PDF is to support your preparation and will not be accepted as a complete report. Your report must be completed and submitted through Bravo's grants system.

With questions, or for technical support, contact Bravo staff at 515-243-0388 or grants@bravogreaterdesmoines.org.