



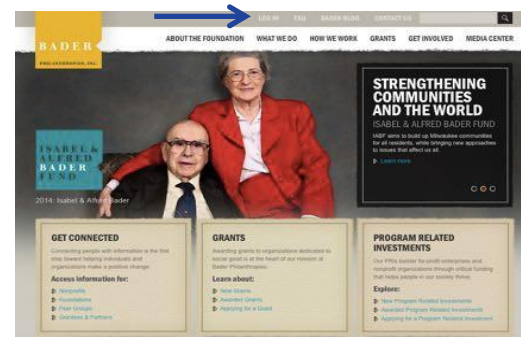
# Grant Report Guide Pages For All Applicants

# Completing Grant Report

- Your report is due 13 months after you receive your payment; You will receive an email when your payment has been deposited, which will contain details regarding completing a report

# Completing Grant Report

- Go to [bader.org](http://bader.org)
- Click LOG IN

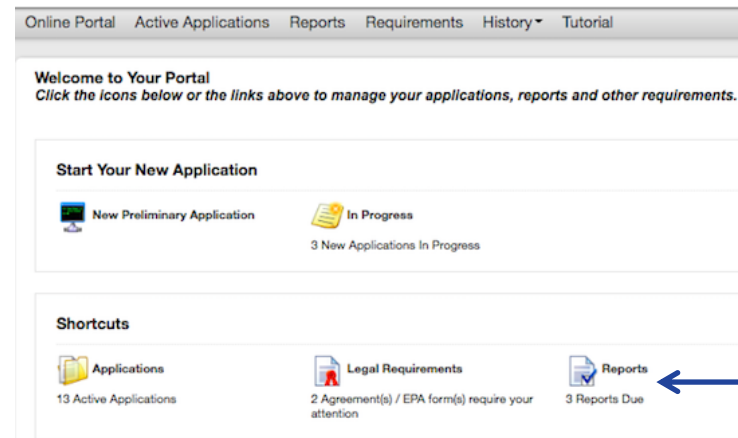


- Enter Log in Information

The image shows the login page of the Bader Philanthropies Online Portal. The page is titled 'Welcome to Bader Philanthropies Online Portal'. It contains a 'Login' section with two input fields: 'Email:' and 'Password:'. A blue arrow points to the 'Password:' field. Below the input fields is a 'Login' button and a 'New User?' link. To the left of the login form is a large block of text providing instructions and links for new users and those who have forgotten their passwords.

# Completing Grant Report

- Click Reports Icon



- Select the Report that is Soon To Be Due

Online Portal Active Applications Reports Requirements History Tutorial

Report Back Forms

Please complete the reporting for the following payments.

Sort By: Default Asc

Type	Project	Organization Name	Status	Due Date
Unspent Balance Report	16346: testing PRI	Helen Bader Foundation, Inc.	Unsubmitted	06/27/2015
Report	16347: testing	Helen Bader Foundation, Inc.	Unsubmitted	06/04/2016
Report	16055: Test cc email	Helen Bader Foundation, Inc.	Unsubmitted	07/19/2016

# Completing Grant Report

- Scroll Down & Fill in All Applicable Fields

- A Red Asterisks\* Indicates a Field is mandatory

Project: 16055: Test cc email

Bader Philan

### PROGRESS REPORT FORM

you taking the time to complete the Progress Report and share what you have accomplished during this reporting period, as well as any challenges. If you've completed our Progress R de some changes to make it easier to share your project's progress. If you should have any questions, you can hover your mouse over the field name for more information, or contact u rg.

Version

Primary

Number: #16055 Project Title: Test cc email

Name: Helen Bader Foundation, Inc.

Covered: 06/24/2015 through 06/23/2016 Due Date:

Contact Confirmation

Primary: Jessica Thao Current Email Address: kimapplicant1@hbf.org

**Primary Objectives**

\* Primary Objectives  
Please list (verify and/or update) as many as three Primary Objectives (500 words max.)

Testing the cc email for additional ccs

493 words left

\* Rate Your Primary Objectives  
On a scale from 1-5, rate to what degree the project met your expectations for your Primary Objectives.

0

Success in Meeting Primary Objectives  
Please comment on your success in meeting your Primary Objectives (500 words max.)

500 words left

Challenges, Lessons Learned, or Unexpected Results on Meeting Primary Objectives

# Completing Grant Report

- Fill in or Review EPA Details

- Click Submit

**QUESTIONS**

For technical questions about completing your Progress Report, please contact Tammy Jefferson, Grants Manager, [tammy@bader.org](mailto:tammy@bader.org) or (414) 755-4364.

For program-related questions, please contact the Program Officer listed below assigned to your grant.

Program Staff Name: Kim Thao      Email Address: kim@bader.org

**EPA Details**

You have submitted the following details in your Organization Profile which will be used to process scheduled payment(s). This will appear blank if it is your first time using this system:

- If you wish to change the payment details for this **single grant** you may do so below.
- If you wish to change your default payment details for **all future grants**, please update this information as it appears within your [Organization Profile](#).

* FINANCIAL INSTITUTION:	testing	* CHECKING or SAVINGS:	Checking
BRANCH ADDRESS:	Milwaukee	CITY:	Milwaukee
ZIP CODE:	53202	* ROUTING/TRANSIT/ ABA/IBAN #:	343434343
* ACCOUNT #:	4434343453	* ACCOUNT HOLDER:	Kim Thao
SWIFT CODE (INT USE ONLY):			

Save Draft    Submit

Once your report is submitted you will receive an email confirmation that your report has been received.