



Grantee Reporting Frequently Asked Questions

1. I can't upload my narrative/expenditure report?

Please contact Grants Administration via tcegrantreports@calendow.org

2. Where can I find copies of the narrative questions and/or expenditure report forms?

The reporting documents are available on the requirements section of the online portal or the grantee Reporting page.

3. What are the system requirements for online reporting?

Users must have access to the internet and a web based browser that allows cookies. Certified browsers for online report submissions include:

Internet Explorer 6.0 (for PC)

Safari 2.0 (for PC)

Mozilla Firefox 2.0

4. I forgot my password?

Go to the **"Forgot your password? Click here"** option on the Account Login page.

5. I have an account login, but do not see my grant requirements?

Please note that only one account per grant is permitted access. For easier access, we recommend you create a global account that can be used by all staff working on the grant application/report. In order to view grant information, your reporting contact must notify Endowment staff to activate your account. If you have questions, please contact tcegrantsreports@calendow.org

6. How long does it take to create a login account?

1 – 2 days depending on the volume of requests in a given week.

7. I want to include attachments but the system only allows for a narrative and expenditure report.

Please list those attachments you wish to include in your narrative. The Program Manager will notify you to submit those attachments separately, if needed.



8. How do I change the account holder login?

Please contact tcegrantreports@calendow.org and we will change the reporting contact for you.

9. How do I request a no cost extension?

The Endowment will allow grantees a one-time 90-day extension of a grant's end date without prior approval provided no additional funding is required and the grantee submits a request for the extension in writing to The Endowment 10 days prior to the end of the grant.

10. Our grant is about to end and we have unexpended funds, what do we do?

Unexpended funds occur when a grantee completes the work associated with a grant, but its final expenditure report shows a positive balance. Grantees should notify their Program Manager before the closing of the grant to discuss next steps.

11. Can we reallocate funds in our approved budget?

TCE will allow grantees up to 100 percent flexibility between the Personnel and Non-Personnel categories, and 100 percent line-item flexibility within those categories, without prior approval, except for changes to or additions of employee benefits or indirect costs or any capital expenditure, consultant cost or incentive. Changes to the preceding exceptions may be allowed, but only with prior written consent by TCE. Line-item flexibility notwithstanding, each grantee must use all funding provided in a TCE grant pursuant strictly to the outcomes listed in that grant agreement and are required to maintain adequate financial records of the grant-funded activity. TCE retains the right under its grant agreement, upon written notice, to audit grantee's books and records relating to grant expenditures.