



Instructions for Submitting Grant Reports

Updated July 2026

1. All reports must be submitted through your Blackbaud account. This is the same account you used to submit your application: <https://bbgm-apply.yourcausegrants.com/apply>
2. Mid-year and year-end reports include a financial report, narrative questions, data tracking and a logic model update. The financial report was emailed to the project director at the beginning of the grant. This form should be used rather than your own template. Enter your expenses in the column appropriate to the grant period and save the form to your computer. You will have a distinct link to submit the financial report. Reach out to your program officer if you need a copy of your financial report.
3. Click on the link for the requirement you are submitting. In the mid-year or year-end report requirements link you will see three tabs:
 - Data Tracking
 - Narrative
 - Attachments (for the Logic Model report form)

Complete each of the pages and upload your attachments. Please note that the Data Tracking, Narrative, and Attachments must be submitted at the same time.

4. You will not have a chance to review before you submit. Please review your application before you select "submit". Your work automatically saves, so if you are not ready to submit, simply exit the portal.
5. Multiple people can work on the same application or report with the "Manage Applicants" option.

If you have any questions, please contact Rebecca Donham rdonham@mwhealth.org or (508) 879-7625.