



Project Proposal System Proponent User Guide

Version 2.0 | August 2019

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A. Quick Start Guide

- Upgrade your browser to the latest version to get the best experience using the system.
- Users can only access the system by creating a User Account. Register and login on grants.forestfoundation.ph.

The screenshot shows the user interface for the Forest Foundation Philippines grant application portal. At the top, there is a dark header with 'Forest Foundation Philippines' on the left and a 'Register/Login' button on the right. Below the header, a welcome message states: 'Welcome to grant application portal of the Forest Foundation Philippines. Kindly register to create a new account as individual proponent or as representative of your organization. Only one account is allowed per individual or organization.' It also provides contact information: 'For inquiries, please contact info@forestfoundation.ph'. There are links for 'User Guide' and 'Grant Program'. The main content area is split into two columns: 'Register' and 'Login'. The 'Register' form includes fields for 'Email Address *' (with example 'eg_johndoe@gmail.com'), 'Confirm Email Address *' (with placeholder 'Confirm Email'), 'Name *' (with placeholder 'Name'), 'Select Proponent Type *' (with radio buttons for 'Organization' and 'Individual'), and 'Position' (with placeholder 'Position'). A 'Submit' button is at the bottom of the register form. The 'Login' form includes fields for 'Email' (with example 'eg_johndoe@gmail.com') and 'Password'. A 'Forgot Password' link is below the password field, and a 'Login' button is at the bottom of the login form.

- After registering, you will receive an email with a verification link. Please allow 5-10 minutes for this message to arrive. If you do not receive the notification in your Inbox folder, please check your Spam folder.
- Users must enter the following required details in their proponent profile before creating a proposal:
 - Mailing Address
 - Mobile Number
 - Website
 - At least one (1) past or on-going project
 - At least one (1) reference
- Users who will submit proposals on behalf of their organization need to have the registration details issued by the Securities and Exchange Commission, Cooperative Development Authority, Department of

Labor and Employment or other appropriate government agency on hand.

- Ensure that your proponent profile is updated when submitting proposals. Any missing or incomplete entries will delay the proposal evaluation process.
- Fill in required fields that are marked with a red asterisk. You will be prompted to complete any blank required fields before proceeding to the next section.

Mailing Address *

This value is required.

- Remember to frequently save your work by clicking the Save Button that appears at the top and bottom of the page.



- A notification will appear at the bottom right corner of the page to confirm that your entries were successfully saved.

Successfully saved proponent details

- You can resize text areas by clicking and dragging the lower right corner.

Background and Rationale *

Edit -

B *I* [List icons] [Image icon]

by the decline of shifting cultivation, growing pressure on land, and rapid deforestation. For example, there is new need for fast-growing, nitrogen-fixing tree species suitable for different ecological zones. In addition, ways must be found to compress larger numbers of trees, animals, and food crops on intensively managed farming systems. Intensive research is still required in this field. Some of the most promising agro-forestry techniques are outlined below.

Scattered Farm Trees

One agro-forestry intervention is simply to increase the number of trees or shrubs scattered among crops or pastures and along farm boundaries. These trees may have value greater than any crops they displace (as can be true of fruit trees). Alternatively,

A small red square button with a white 'x' icon in the bottom right corner of the text area, used for closing the help text.

- Hide the help text by clicking the close button in the top right corner of the box.

i Executive Summary: Provide a 300-word (2,350 characters including spaces) summary of the proposal. ✕

A small blue square button with a white 'x' icon in the top right corner of the help text box, used for closing the help text.

- Please contact us at info@forestfoundation.ph should you require further assistance.

B. How do I create an account?

- Complete the registration form on grants.forestfoundation.ph
- Complete the registration form and click “Submit.”
 - Email Address – Enter a valid email address as you will need to validate your account by email before logging in.
 - Name – Enter your name or your organization’s name
 - Proponent Type – Select “Organization” if you are submitting a proposal on behalf of your organization. Otherwise, select “Individual.”
 - Position – Enter your designation if you are registering as an Individual.
- You will see this prompt when you successfully register your details.

Register

Email Address *

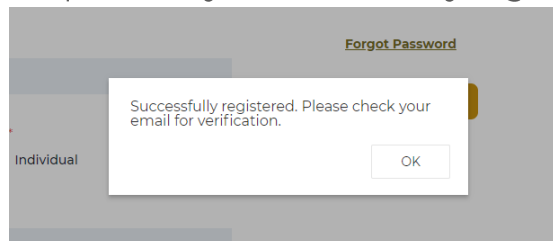
Confirm Email Address *

Name *

Select Proponent Type *

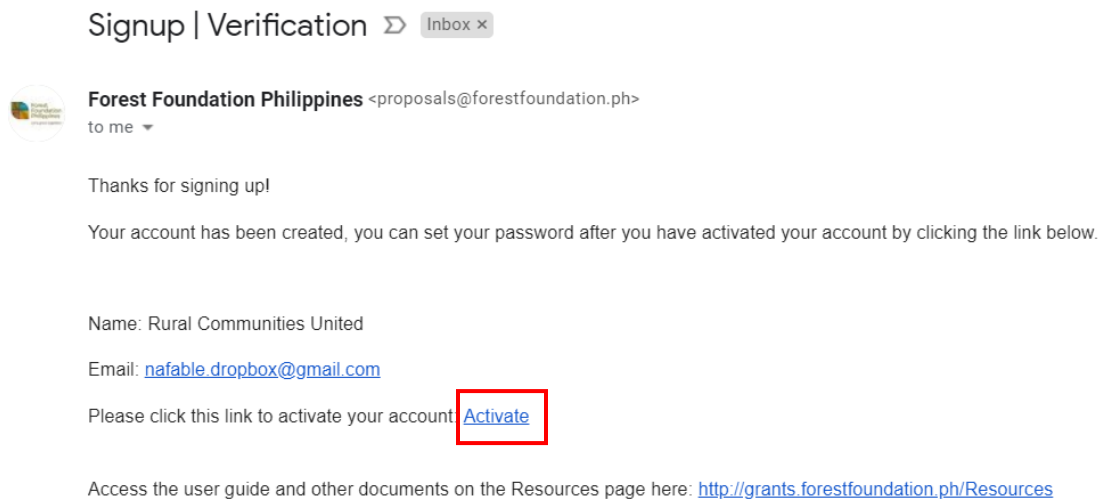
Organization Individual

Position



- You will receive a message with the subject line: “Signup | Verification” from “proposals@forestfoundation.ph” in your registered email address. Open the email and click the link to activate your account. If you do not receive the notification in your Inbox folder, please check the Spam folder.

- Click “Activate.”



- After you click the link to activate your account, you will be required to set your password. Please enter the same password in both text areas.

Please set password for your account

Password

Confirm Password

[Submit](#)

- You will then need to complete your account profile.

C. How do I complete my proponent profile?

1. Access “My Account”

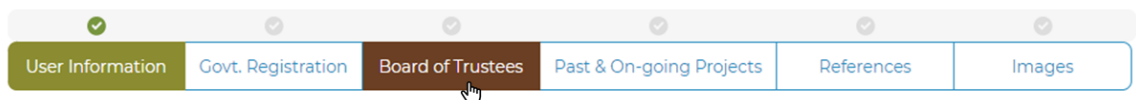
- Click your account name that appears in the top left corner of any page to access your profile page.



- Your proponent profile depends on your selected proponent type. Compared to Individuals, Organizations are required to submit more information that includes government registration and details of their Board of Trustees.
- You can change your proponent type at any time from your “My Account” page.

2. Organization Proponent Type

- The progress tracker that appears at the top of the “My Account” page will guide you in completing your profile. Click the section name to transfer from one section to another.



- A small green check will appear above the section name when you complete all the required fields.

2.1. User Information

- Please complete the following **required** fields:
 - Mailing Address – enter your complete mailing address where official documents will be sent.
 - Mobile Number
 - Website
- Under Project Team, please click the “Add Another” button when you want to another member.

Name
Anna Santos

+ Add Another

- To delete an entry, click the cancel button that appears on the left side of the row. Undo feature is not applicable once deleted.

Name	Position
Ben Ferrer	Accountant

+ Add Another

2.2 Government Registration

- Users who will submit proposals on behalf of their organization need to provide at least one (1) registration number and date issued by the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment or other appropriate government agency.

Govt. Registration Save

i Government Registration (SEC, CDA, DOLE or other appropriate agency, date started:)

Securities and Exchange Commission	Date of Registration
458-856-877	11/02/2005
Cooperative Development Authority	Date of Registration
Number	Date of regist

2.3. Board of Trustees

- If your organization has a Board of Trustees, Directors, or similar recognized group of people who jointly oversee activities, provide their name, profession, position and years on the board.
- Otherwise, leave this section blank.

Board of Trustees

Save

Print

Name	Profession	Position	Years on Board
Ron Apple	Professor	Chair	7 years

+ Add Board Member

2.4. Past and On-going Projects

- Proponents are **required** to enter at least one (1) past or on-going project before creating a proposal.
- List the following details of relevant projects undertaken or completed within the last five years.

Past & On-going Projects

Save

Print

Please list relevant projects undertaken or completed within the last five years.

Project Name	Project Duration	Partners	Funding Institutions	Relation to Proposed Project
Integrated Landscape Management in the Critical Biomes Project	06/22/2015 - 06/22/2017 2 years	City Governments	DENR	To reuse course manual
Agriculture and Natural Resources Landscape Management Project	08/01/2017 - 11/24/2018 1 year 3 months 23 days	Local University	City Government	To reuse course materials

- Click “Calculate” and enter the start and end date of the project. You can also enter the date into the two text boxes. The system will automatically generate the project duration when you click “Apply.”

Calculate Local University City Government Proposed To reuse material

08/01/2017 11/24/2018 Apply Clear

< Aug 2017 Sep 2017 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

- Briefly describe how the previous or current project is related to the proposed project in one to two sentences.

2.5. References

- Proponents are **required** to enter at least one (1) reference before creating a proposal.
- Enter at least three references, which can include former and current partners, clients, vendors and donors, and their contact number and e-mail address.

References Save Print

Name	Position	Company	Email	Phone
Carol Cruz	Officer	Funding Institu	carol.cruz@func	879-4545
Susan Ma	Chief of Unit	Consultancy Se	sma@consultar	764-0991


[Add References](#)

2.6. Images

- Upload the logo of your organization in the following image file type formats: png, jpg, gif. Consider resizing your logo as the maximum limit of the image file is 1 megabyte (MB).

Images

Proponent Logo (png, jpg, gif). Maximum limit of image file is 1 megabyte (MB).

 Choose an image file



- You can only upload one (1) image file.

3. Individual Proponent Type

✓
✓
✓

User Information

Past & On-going Projects

References

3.1. User Information

- Please complete the following required fields:
 - Mailing Address – enter your complete mailing address where official documents will be sent
 - Mobile Number
 - Website

3.2. Past and On-going Projects

- List and provide the following details of relevant projects undertaken or completed within the last five years.

Past & On-going Projects

i Please list relevant projects undertaken or completed within the last five years. x

Project Name	Project Duration	Partners	Funding Institutions	Relation to Proposed Project
x Integrated Landscape Management in the Critical <u>Biomes</u> Project	📅 06/22/2015 - 06/22/2017 2 years	City Governments	<u>DENR</u>	To reuse course manual
x Agriculture and Natural Resources Landscape Management Project	📅 08/01/2017 - 11/24/2018 1 year 3 months 23 days	Local University	City Government	To reuse course materials

- Click “Calculate” and enter the start and end date of the project. You can also enter the date into the two text boxes. The system will automatically generate the project duration when you click “Apply.”

Calculate
Local University
City Government
Proposed
To reuse material

Apply
Clear

Aug 2017							Sep 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

- Briefly describe how the previous or current project is related to the proposed project in one to two sentences.

3.3. References

- Provide at least three references, which can include former and current colleagues, collaborators, clients, vendors and donors you have worked with, and their contact number and e-mail address.

4. Print Proponent Profile

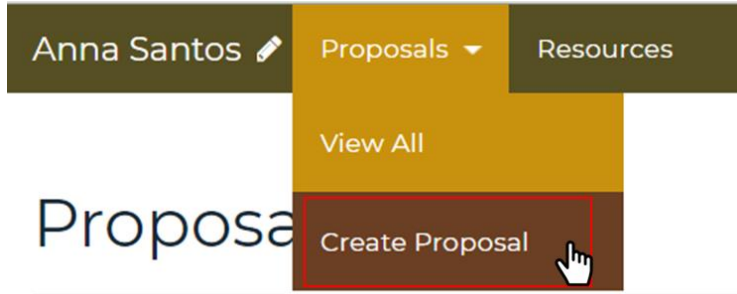
- Click "Print" to generate a PDF copy of your proponent profile that will open in a new tab.

Save
Print

- This PDF file will be included as one of the linked documents of your proposal submissions.
- Please ensure that your proponent profile is updated when you submit proposals. Any missing or incomplete entries will delay the proposal evaluation process.

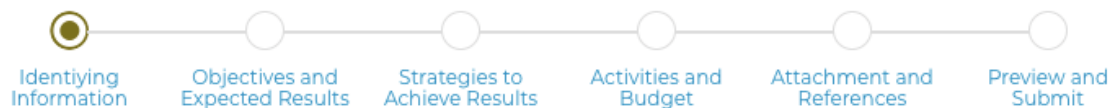
D. How do I create and submit a proposal?

- After completing the proponent profile, users can start drafting proposals. Hover on “Proposals” and click “Create New.”

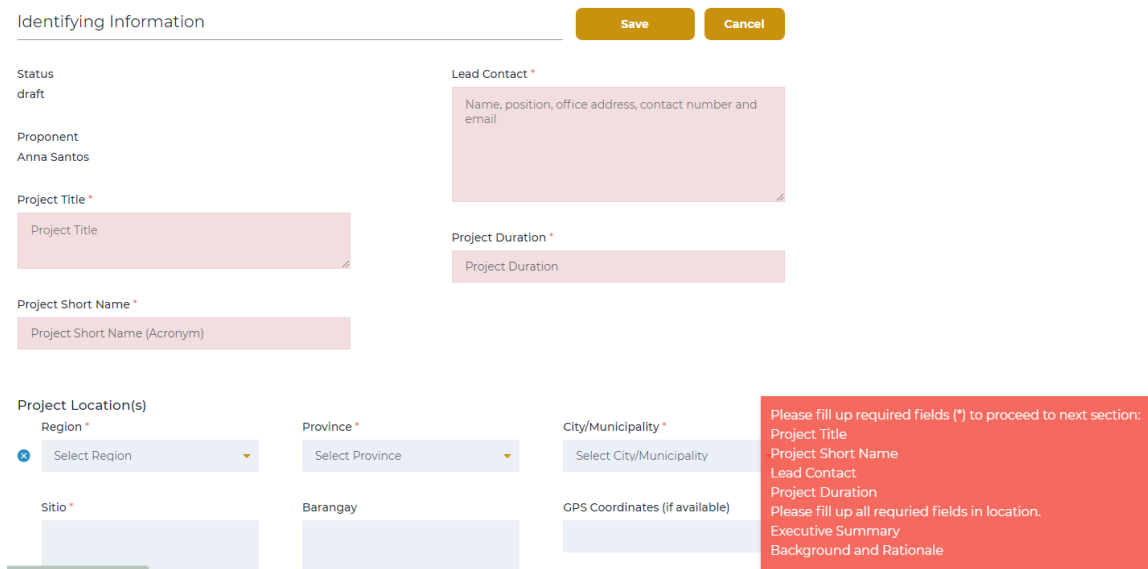


- The proposal template is divided into six sections.

Create Proposal



- Unlike the proponent profile, you must fill up required fields (*) to proceed to the next section. The blank required fields will be highlighted in red and listed in a prompt if you click “Previous” or “Next” buttons without completing all the required fields.

A screenshot of a web form titled 'Identifying Information'. The form has several input fields, some of which are highlighted in red to indicate they are required. The fields include: 'Status' (draft), 'Proponent' (Anna Santos), 'Project Title *' (Project Title), 'Project Short Name *' (Project Short Name (Acronym)), 'Lead Contact *' (Name, position, office address, contact number and email), 'Project Duration *' (Project Duration), 'Region *' (Select Region), 'Province *' (Select Province), 'City/Municipality *' (Select City/Municipality), 'Sitio *', and 'Barangay'. There is also a 'GPS Coordinates (if available)' field. At the top right of the form are 'Save' and 'Cancel' buttons. A red error message box is visible on the right side of the form, containing the text: 'Please fill up required fields (*) to proceed to next section: Project Title, Project Short Name, Lead Contact, Project Duration, Please fill up all required fields in location, Executive Summary, Background and Rationale'.

1. Identifying Information

- Please complete the following required fields:
 - Project Title
 - Project Short Name
 - Lead Contact – Enter the name, position, office address, contact number and email of the lead contact who should receive any communication from the Foundation.
 - Project Duration
 - Project Location – First, select the region of your project site. The province then city/municipality dropdowns will only display areas located in the selected region and province respectively.

Project Location(s)

1 If your proposed project is national in scope, kindly choose "National".

Region * Province * City/Municipality *

Select Region Select Province Select City/Municipality

Barangay GPS Coordinates (if available)

+ Add Location

- For projects with multiple locations, please click “Add Location.”
- If your proposed project is national in scope, kindly choose "National".
- **Executive Summary** - Provide a 300-word (2,350 characters including spaces) summary of the proposal.
- **Background and Rationale** - Provide the following information, if applicable:
 1. Brief problem statement – this may include analysis of the local situation, threats to the forest, perceived needs of forest and forest dependent communities. Relevance of the proposed project to the objectives;
 2. Identify the target groups, with an estimate of the anticipated number of direct beneficiaries;
 3. Include justification for the selection of the target groups

4. Relevance of the proposed project to the overall program/plan/priorities of the national government, LGU, protected area, ancestral domain, community or sites as identified by conservation groups;
5. Relevance of the proposed project to the respective management plans (e.g. CRMF of CBFMA area, Protected Area management plan, ADSDPP/CDP of ancestral domain, and/or CLUP/FLUP of the municipality), if applicable;
6. Interface of the project with the land-use zones (e.g. protection zone, production zone, multiple-use zone);
 - For mangrove management project, provide information on, and status of the site (e.g. abandoned fishponds, seaward or landward areas with existing mangroves, existing naturally growing mangrove species, tenure, and substrate (coralline, sandy, muddy);
 - For research project, this should include a thorough review of the literature, statement of the problem, and potential innovative applications of knowledge.

2. Objective and Expected Results

- Please complete the following required fields:
 - **Overall Project Goal** - Describe the overall project goal, which shall be consistent with the aim of the Forest Foundation Philippines' Request for Proposals and/or Results Framework; and
 - **Objectives** – Identify specific objectives that will help achieve the overall goal of the project. Specific objectives should be simple, measurable, achievable, realistic, and time-bound (SMART).
 - Click “Add Another Objective” to add an Objective.

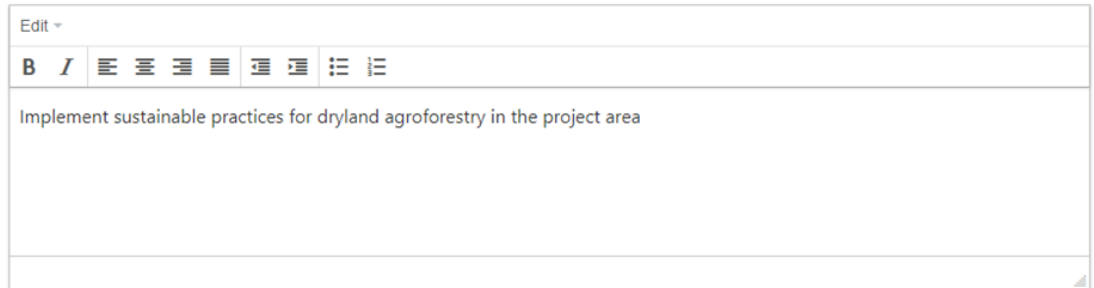
Objectives *



- **Expected Result** - Provide the expected results/deliverables for each objective. Please be specific and quantify outputs as much as possible. (e.g: # of hectares to be managed, # of seedlings to be

produced, # of household/families to benefit from project interventions).

- Click “Add/Edit Expected Results” under the selected Objective.
2.



The screenshot shows a software interface with an 'Edit' window. The window has a title bar with 'Edit' and a dropdown arrow. Below the title bar is a toolbar with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, table, table border). The main content area of the window contains a single line of text: 'Implement sustainable practices for dryland agroforestry in the project area'. There is a small blue 'x' icon in the top left corner of the text area. The window has a scroll bar on the right side.

Expected Results [+ Add/Edit Expected Results](#)

Example of Overall Project Goal, Objectives and Expected Results

- Overall Project Goal: The project aims to sustainably manage the peatland forest of Leyte Sab-a Basin. Specifically, the project objectives are as follows:
 - Objective 1. Protect, conserve and rehabilitate 180 hectares of remnant peat swamp forest;
 - Expected Result 1.1. 180 hectares of peatland assessed
 - Expected Result 1.2. 180 hectares of peatland forest delineated for protection
 - Objective 2. Reverse CARPed areas within the 1,106 hectares Leyte Sab-a Basin Peatland area to forestland status
 - Expected Result 2.1 Assessed the status of the CARPed areas within the 1,106 hectares peatland forest

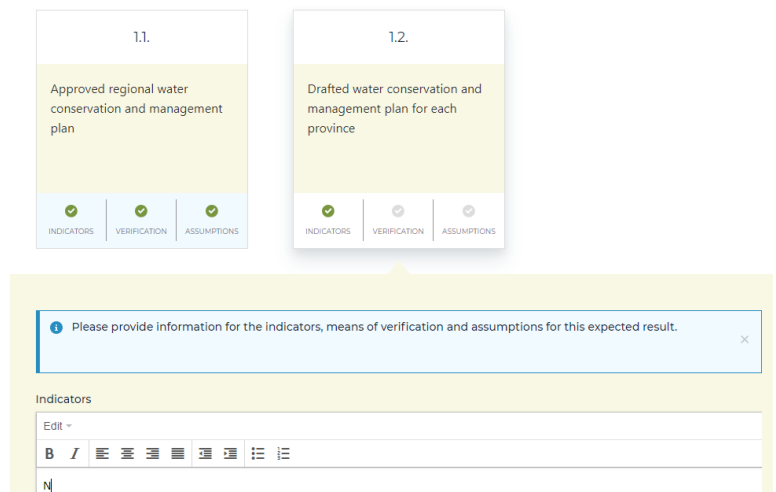
3. Strategies to Achieve Results

- **Methods/General Plan of Action** (required)
 - For each of the specific objective, describe the general plan of action to be employed to achieve the desired project results. Provide information how the project or the specific objective

intends to build on a previous or current project/activities implemented in the area (e.g. DENR NGP, BFAR PNAP, LGU projects and other projects funded by development partners, where applicable).

- Proposed projects with assessment, research and mapping components should cite relevant framework/methods/standards to be used.
- Proposed projects that aim for reforestation/restoration should provide information on the silvicultural techniques (e.g. Assisted Natural Regeneration, rainforestation, etc.), nursery operation strategy, seed sources, and species to propagate. Indicate the scientific names.
- Proposed project strategies within ancestral domain should be consistent with the Indigenous Political Structure
- Proposed project with livelihood component should be consistent with the Sustainable Livelihood Assessment Framework of United Kingdom Department of International Development (http://www.glopp.ch/B7/en/multimedia/B7_1_pdf2.pdf)
- For research project, include here the study design, study population/sampling, data collection methods and instruments as well as data analysis methods.
- **Project Team Composition**
 - Provide the project organizational structure and/or team composition proposed for implementation of the project. The Project Team is comprised of individuals directly employed by the proponent, with full-time project engagement. Describe or list the specific tasks of each position.
 - Thorough planning of the project team composition and cost claims is encouraged, as this will be subject to evaluation and approval of the Foundation. Once the project team composition is approved, it will be the structure to be respected during project implementation. Should any changes be necessary, a formal communication should be submitted for consideration and approval of the Foundation.

- **External Project Staff**
 - Provide the "external project staff," e.g. consultants, experts, interim personnel etc., that will be employed in the first year of the project. For external staff, indicate the Expected Result Number and the means of selection (e.g. through a call for tender).
- **List of Partner Organization/Agencies**
 - If applicable, list the partner organizations or agencies taking part, as well as the level of engagement. Actions must clearly describe how participation of beneficiaries, mandated forest management institutions and organizations (e.g., DENR, LGUs, local communities) will be engaged.
- **Monitoring and Evaluation Framework** (required)
 - Provide information and strategies how the partner communities, LGUs and government institutions will be involved in the M&E process.
 - Fill out the cards below or provide a project framework/diagram as prescribed by your organization.
 - Please note that the M&E framework proposed herein may be subject to change after approval and discussion.
- **Project Monitoring and Evaluation Framework** (required)
 - Click each card to enter or edit indicators, means of verification and assumptions for each expected result.
 - The selected card can be distinguished through the shadow effect and light green arrow. In the example below, the user is entering the indicator of Expected Result 1.2.



- A green check appears when each field is completed.
- **Sustainability Plan** (required)
 - Provide information on the sustainability of the proposed actions (where applicable), with considerations on the following aspects of sustainability:
 - Financial sustainability - How will the action(s) be financed after the Forest Foundation Philippines grant support?
 - Institutional sustainability - Will there be ownership of the project outcomes? What would be the role of the LGU and other mandated agencies, as well as the community(ies), after the project ends?
 - Structural sustainability - Will the project contribute to the overall improvement of the methods/management systems of the forests in the area?
 - For research project, provide details on how to assure quality of study, data handling, and other ethical considerations.

4. Activities and Budget

- **Activities and Budget**
 - Click “Download .xls” to download the Annex A. Activity and Budget excel file if the requested budget of the proposed budget is less or equal to PHP 500,000.00.
 - Click “Download .zip” to download the zip file that contains both Annex A. Activity and Budget Plan / Annex B. Schedule of Activities and Budgetary Requirements.

Small Grant

Requested Budget is less or equal to PHP 500,000.00

Annex A. Activity and Budget Plan

Download .xls

[Read Me](#)

Medium and Large Grant

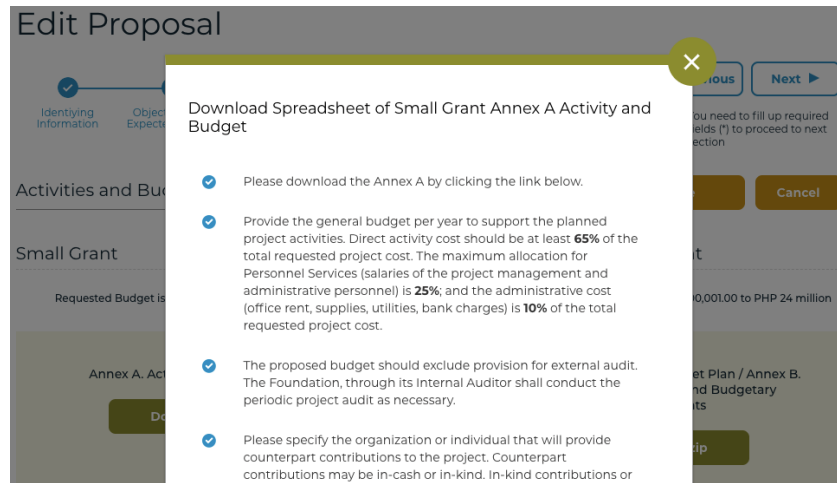
Requested Budget is between PHP 500,001.00 to PHP 24 million

Annex A. Activity and Budget Plan / Annex B.
Schedule of Activities and Budgetary Requirements

Download .zip

[Read Me](#)

- Carefully read the instructions to complete the annexes. The guidelines can also be accessed by clicking “Read Me” or within the Excel files.



- **Upload Completed Annexes**

- After you complete the annexes up, click “Add Files” and select the file from your file browser. You can only upload the following file types: .xlsx, .xls and .csv.
- You may add identifying information to the file name but please retain the original file name of the annexes (small_grant_annex, Annex A. Med-Large_Activity and budget plan, Annex B. Med-Large_Timeframe and budgetary requirements).
- The successfully uploaded files will be listed under the “Add Files” button.

Upload Completed Annexes

Attachments *

Only .XLSX or .CSV files

Add Files

Anna_Santos_small_grant_ann...

- **Budget**

- Enter the total “Requested Budget” and “Counterpart Fund” based on your uploaded annexes.
- You can only enter numbers in these fields.
- The system will calculate the “Total Project Cost” based on the entered amounts.

5. Attachment and References

- Attachments
 - Attach all other supporting documents, including maps, endorsements, copies of management plans, etc. that will be submitted together with this proposal.
- Link to Shared File/Folder
 - If the documents are larger than the size limit or not allowable file types, consider uploading these files in folders in external file hosting services like Dropbox or Google Drive.
 - Ensure that Foundation staff members or anyone who has the link can view or access these files and enter the link to the shared folder here.
- References (required)
 - List references or literature cited in the proposal.
- How did you find out the Foundations Request for Proposal? (required)

6. Preview and Submit

- A PDF copy of your proposal will be generated in this section. You can download or print this file, depending on your browser.

Identifying Information ✓ Objectives and Expected Results ✓ Strategies to Achieve Results ✓ Activities and Budget ✓ Attachment and References ✓ Preview and Submit

◀ Previous Next ▶

i You need to fill up required fields (*) to proceed to next section

Preview and Submit **Submit** **Cancel**

Proposal

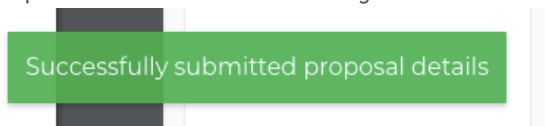
Identifying Information

Status **draft**

Proponent **Anna Santos**

Project Title **Consultative Process to Develop Forest Land Use Plan in Protected Area**

- Please review your proposal before clicking submit. A notification will appear at the bottom right corner of the page to confirm that your proposal was successfully submitted.



- You will be redirected to the view mode of your proposal, with its status updated to submitted.

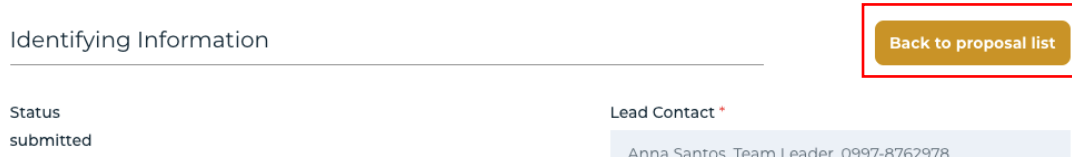
The screenshot shows a progress bar with six steps: Identifying Information, Objectives and Expected Results, Strategies to Achieve Results, Activities and Budget, Attachment and References, and Preview and Submit. The first step is highlighted with a gold circle. To the right of the progress bar are 'Previous' and 'Next' buttons. Below the progress bar is a message: 'You need to fill up required fields (*) to proceed to next section'. Below this is the 'Identifying Information' section header, a 'Back to proposal list' button, and a table with the following content:

Status submitted	Lead Contact * Anna Santos, Team Leader, 0997-8762978, forestgrants@zoho.com
----------------------------	---

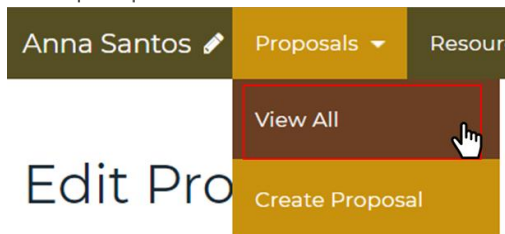
- You will also receive an email with the subject line: “Submission Confirmation” from “proposals@forestfoundation.ph” after the successful submission of your proposal.

E. How do I check the status of my proposal?

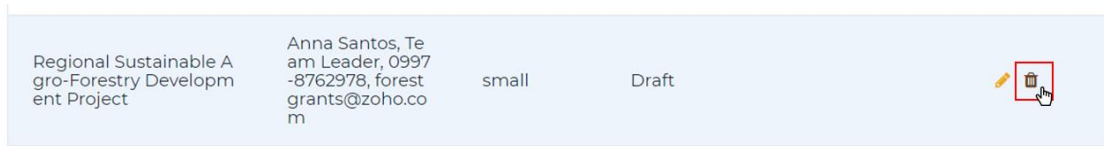
- Click “Back to proposal list” after successfully submitting a proposal.



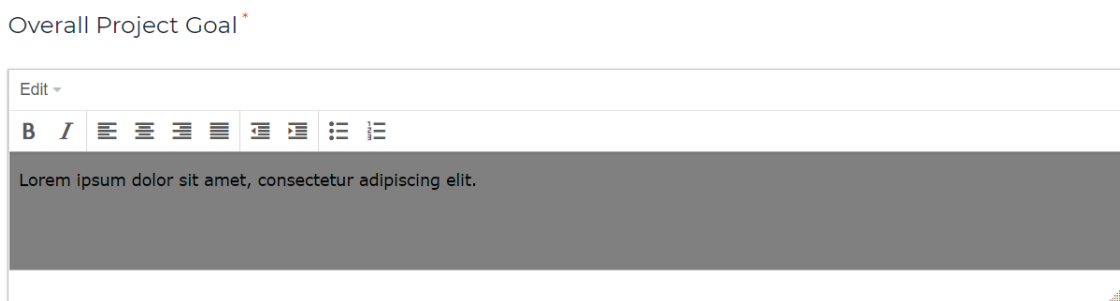
- The proposal list can also be accessed through “Proposals” > “View All.”



- The statuses of your proposals are displayed in your Proposal Dashboard.
- You can delete draft proposals by clicking the delete icon.



- You can also click the edit icon of submitted proposals to revisit your submission. However, you will be unable to edit the content as the text areas will be disabled.




- Your registered email address will also receive notifications when the status of your proposal is updated.

F. How do I edit a proposal?

- You can edit proposals with the status “draft” or “for revision.” Click the edit icon that appears beside a proposal.

Proposals Add Proposal

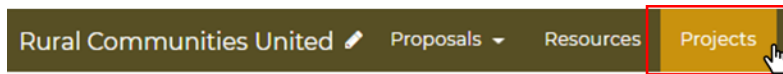
Filter table

Project Title	Lead Contact	Grant Type	Status	Proposal Number	Date Created	Actions
North East Rural Livelihoods Project	Bill Cruz, Team Leader, admin@rcu_ne.com	small	For revision	2019-0063	31 Jul 2019	

- You will then be able to edit all text areas. Click “Submit” when you are ready to resubmit your revised proposal. Your registered email address will then receive another submission confirmation.

G. How do I access the project page of my approved proposal?

- After you receive an email that your proposal has been approved, you can access the project page of your grant. Click “Projects” in the navigation bar.



- Click “View” of the selected grant in the Active Projects table.

Active Projects

Filter table

Grant #	Project Title	Lead Contact	Requested Amount (Php)	Start Date	End Date	Action
2019-0001	North East Rural Livelihoods Project	Bill Cruz, Team Leader, admin@rcu_ne.com	487,000.00	01 Aug 2019	30 Aug 2020	View

FIRST PREV 1 NEXT LAST

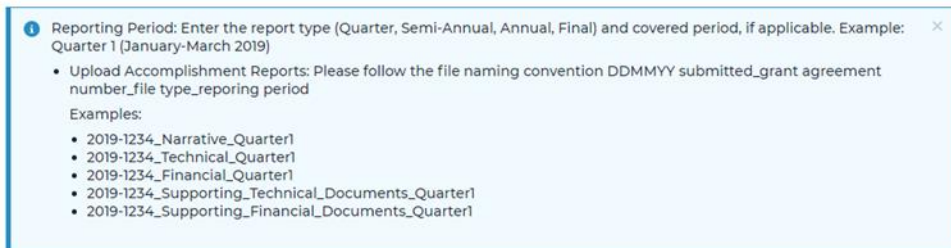
- The project page has three sections. Click the section name to transfer from one section to another.



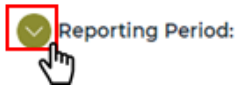
- The [Project Details](#) section contains your submitted proposal documents and the following files related to your grant:
 - Grant Agreement Number
 - Project Timeframe
 - Grant Agreement and Annual Workplan – includes the grant agreement that outlines details that include the grant terms, payment schedule and reporting requirements as well as approved annual workplans.
 - Financial Questionnaire and Audit Report – includes results and attachments of audits conducted by the Foundation as well as the completed financial questionnaire that you may have submitted as part of the proposal.
 - Tranche Details – includes deposit slips of tranches as well as official letters such the notice to proceed.
- Click the filename to download the document. Alternatively, click “(download all)” to download a .zip file of all files under the selected subsection.

H. How do I submit an accomplishment report?

- Please be guided by the reporting requirements and due dates specified in your grant agreement.
- Go to the “Reporting, Monitoring and Evaluation” section of the Project Page.
- Click “Add Report” to create a Reporting Period subsection.
Reporting, Monitoring and Evaluation



- Click this button to expand the subsection.



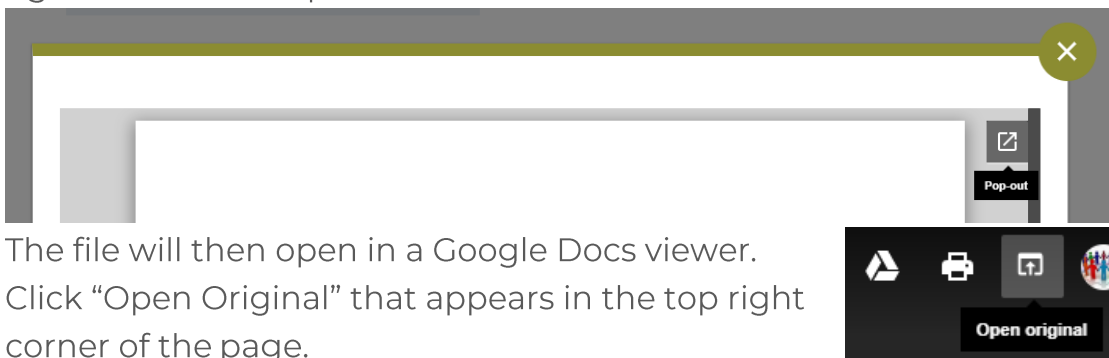
- Reporting Period
 - Enter the report type (Quarter, Semi-Annual, Annual, Final) and covered period, if applicable. Example: Quarter 1 (January-March 2019)
- Accomplishment Reports
 - Click “Upload Narrative/Technical/Financial” and select the file from your file browser. You can only upload the following file types: .doc, .docx .xls, .xlsx and .pdf
 - Please follow the file naming convention: grant agreement number_file type_reporting period
 - Examples: 2019-1234_Narrative_Quarter1; 2019-1234_Technical_Quarter1; 2019-1234_Financial_Quarter1
- Attachments
 - Click “Upload Attachments” and select the file from your file browser. You can only upload the following file types: .doc, .docx .xls, .xlsx and .pdf

- Please follow the file naming convention: grant agreement number_file type_reporting period
 - Examples: 2019-1234_Supporting_Technical_Documents_Quarter1; 2019-1234_Supporting_Financial_Documents_Quarter1
- Link to Shared File/Folder
 - If the documents are larger than the size limit or not allowable file types, consider uploading these files in folders in external file hosting services like Dropbox or Google Drive.
 - Ensure that Foundation staff members or anyone who has the link can view or access these files and enter the link to the shared folder here.
- The successfully uploaded files will be listed under the upload button. The system will automatically prepend the date and time that the file was uploaded. Click the file name to preview the document.
- You can delete an uploaded file by clicking the delete icon on the right of the file name.

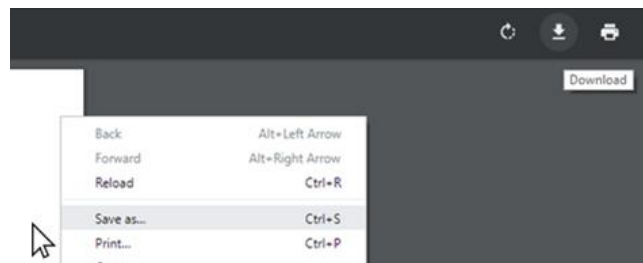


I. How do I view and respond to the evaluations of my report?

- Technical and Financial Evaluation from Forest Foundation Philippines
 - Foundation staff will be notified as soon as you upload files under a reporting period.
 - Your assigned project officer will upload his or her evaluation in the “Technical Evaluation from Forest Foundation Philippines.”
 - Similarly, a member of the finance unit will upload his or her evaluation in the “Financial Evaluation from Forest Foundation Philippines.”
 - Click the file name of the evaluation to preview the document.
- To download the files, click the Pop-out button that appears in the top right corner of the preview.



- The file will then open in a Google Docs viewer. Click “Open Original” that appears in the top right corner of the page.
- You can then click Download if your browser has the Adobe Acrobat Reader plug-in or right-click the document then select “Save As”.



- Response to Technical and Financial Evaluation
 - Upload files to address concerns raised in the technical and financial evaluations in their respective fields.
 - Similarly, Foundation staff will be notified as soon as you upload a response.

Response to Technical Evaluation
Only .DOC, .DOCX .XLS, .XLSX and .PDF files

[Upload Response](#)

01-08-19_105023_2019-0001_revisedNarrative_Q32019.pdf

Response to Financial Evaluation
Only .DOC, .DOCX .XLS, .XLSX and .PDF files

[Upload Response](#)

01-08-19_104953_2019-0001_additionalreceipts_Q32019...

J. How do I submit requests to amend specific grant details?

- Details that include the budget alignments or closing date may need to be amended during the project duration. Please discuss these concerns with your assigned project officer before uploading your request.
- After the discussion, prepare a letter addressed to the Executive Director of the Forest Foundation Philippines. Go to the “Requests” section of the Project Page when you are ready to submit your request.
- Letter for Realignment and/or extension
 - Upload the letter as a DOC, DOCX XLS, XLSX and PDF file.
- Attachments
 - Upload supporting documents such as the realigned budget as a DOC, DOCX XLS, XLSX and PDF file.
- Foundation staff will be notified as soon as you upload the request and any attachments and will contact you about your request. The Foundation’s official response will be uploaded under “Response from Forest Foundation Philippines.”

For questions, please send an email to info@forestfoundation.ph