



Community Heroes Grant Impact Report Instructions

Opening & Submitting –

- The presentation template will open in “View Only” mode.
- To begin inputting your data, click **“File -> Make a Copy -> Entire Presentation”**.
- Rename your presentation (organization name and what grant cycle) and begin editing.
- After you have completed the slides, click the **“Share”** button on the top right corner of your screen.
- Where it says, **“General Access”**, make sure **“Anyone With the Link”** is selected and change the role to **“Editor”** in the dropdown box on the right.
- Click the **“Copy Link”** button.
- Then, return to Community Force, **paste the link** in the submission box at the bottom of the section, and **click submit**.

Slide Content –

- **Slide 1** - Upload your organization’s logo (PNG file for best quality) in the picture box located on the left of the slide. On the right, please provide a quote from someone at your organization discussing the impact of the grant awarded from the CPCF. After the quote, be sure to include the name of the person giving the quote, along with their title.
- **Slide 2** - Provide a brief overview of your organization’s mission (i.e., who you serve, what services you provide, etc.). Include one high-quality image that represents your organization.
- **Slide 3** - Identify the reason(s) your organization applied for funding from the CPCF. Include one high-quality image that demonstrates the issue/project you are seeking to address.

- **Slide 4** - Please insert the grant amount you were awarded from the CPCF. Please also include when the grant was awarded (i.e., September 2021) as well as when the project was completed (i.e., March 2022).
- **Slide 5** - Describe what you did to address the need in the community with the grant dollars you were awarded. Include one high-quality image that shows the grant dollars at work in the community.
- **Slide 6** - Outline how your organization's project/program is making an impact on the client(s) you serve, your organization as a whole, and the South Lake County community. Include one high-quality image that shows the impact your organization has.

Helpful Tips

- Slides 2, 3, 5 & 6 require one high-quality photo. This must be an original photo; they cannot be clipart or from the internet.
- This is how you are telling the community, your Board, our Board, and potential donors about your organization, so keep the information simple but impactful!
- **Click here** to learn how to create a Google account.
- If you are not familiar with Google Slides, email **katiesly@thecpcf.org** for assistance.