



FLORIDA ASSOCIATION OF
FREE & CHARITABLE
CLINICS

Reporting Guidance: First Grant Narrative

January 6, 2026

Agenda

1. Salesforce Navigation
2. Grant Narrative Scoring
3. Reporting Deadlines

What's Included?

Grantees will be asked to report on the following from July 1 to December 31, 2025:



Implementation Steps

Outcomes

Expenses

Accomplishments & Challenges

Navigation

Find direct link to Salesforce
and all Grant Program details
at www.FAFCC.org



FLORIDA ASSOCIATION OF
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Grant Programs

Your one-stop shop for all details related to FAFCC-administered

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Compass

Member Resources

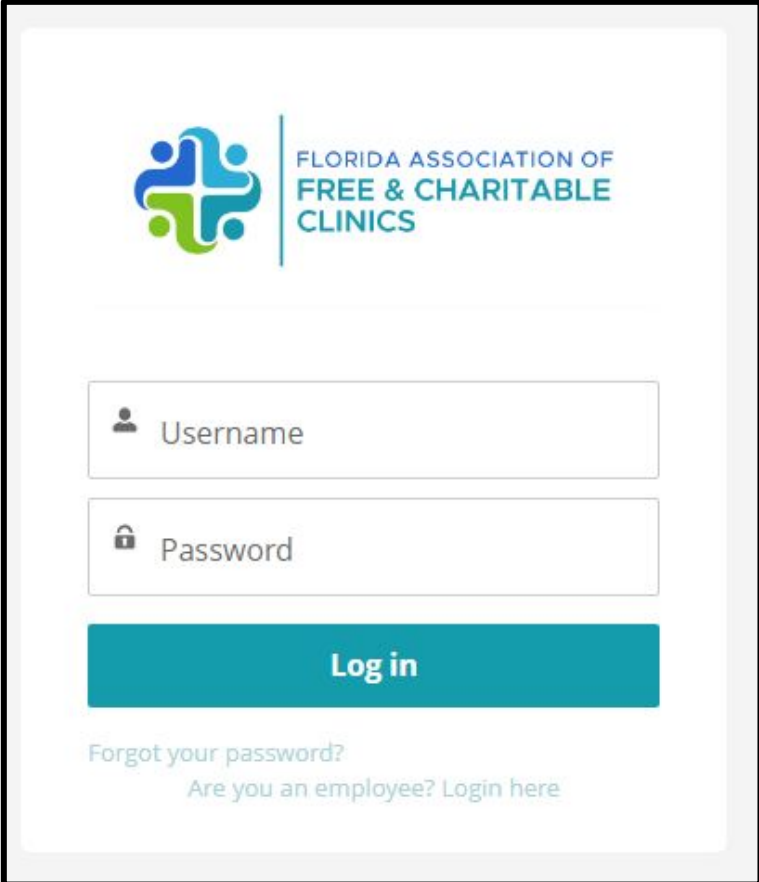
Grant Programs

Salesforce Grant
Portal

Valuation Resources

Navigation: Login

- Use your Project Liaison login to access your account (*one per clinic*)
- If you have trouble with access or need to update your contact, email kendall@fafcc.org



The screenshot shows the login interface for the Florida Association of Free & Charitable Clinics. At the top, there is a logo consisting of four stylized human figures in blue and green, followed by the text "FLORIDA ASSOCIATION OF FREE & CHARITABLE CLINICS". Below the logo, there are two input fields: "Username" with a person icon and "Password" with a lock icon. A teal "Log in" button is positioned below the password field. At the bottom, there are two links: "Forgot your password?" and "Are you an employee? Login here".

FLORIDA ASSOCIATION OF
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Username

Password

Log in

Forgot your password?
Are you an employee? Login here


Navigation

- The “My Grants” tab shows all awarded grants
- Find the 25-26 program and select “View” to access the reports



Navigation: Reports

Look for status change to
"Complete" to ensure
submission


Details	Uploaded Files	Narrative Report	Disbursements	Expenses	Assistance	Category
 Narratives (3)						
Narrative	Name	Narrative Cycle			Status	
Test 2024 (SFG) - Narrative 1	Narrative - (7/1/2024-12/31/2024)	Narrative 1			Complete	
Test 2024 (SFG) - Narrative 2	Narrative - (1/1/2025-3/31/2025)	Narrative 2			Complete	
Test 2024 (SFG) - Narrative 3	Narrative - (4/1/2025-6/30/2025)	Narrative 3			Open	

Navigation: Reports

[Continue Narrative](#)

[Narrative](#) [Expenses](#) [Request Help](#)

Information

Funding Request	Personnel Awarded Amount
Test 2024 (SFG)	\$5,000.00
Narrative	Operational Awarded Amount
Test 2024 (SFG) - Narrative 3	\$1,850.99
Assigned	Programmatic Awarded Amount
 Kendall Test	\$2,000.00
Status	Dental Amount Awarded
Open	\$0.00
Award Amount	Behavioral Awarded Amount
\$8,975.99	\$0.00

Read-only view
after submitting

Navigation: Save and Submit

Complete narrative fields outside of
Salesforce and copy/paste

Save frequently during completion and
before exiting

“Submit” converts to a read-only format
(no more edits)

Signature

I, the Project Liaison, hereby certify that all of the information contained in this progress report is true and accurate to the best of my knowledge by typing my name below.

*

Complete this field.

Before clicking submit, please review your grant narrative report to confirm all recorded expenses, calculations, and progress is accurate and ready for submission.

[Previous](#) [SUBMIT](#)

Navigation: Expenses

Separate line items and
complete all fields

Expense Table

<input type="checkbox"/>	Category ↓ ▾	Date Expensed	Item Descripti... ▾	Vendor/P... ▾	Designation ▾	Service Type ▾	Amount Re...
1	<input type="checkbox"/> Personnel	Dec 1, 2025	ARNP Salary	Nurse Sally	Clinical Staff/Healthcare...	Health Services	\$15,000.00
2	<input type="checkbox"/> Operational	Dec 1, 2025	Clinic Rent	City	Building Services (i.e. re...	Administrative...	\$5,000.00

Totals will calculate
by category

Grant Expenditure Summary

Category	Award Amount	Spent to Date	Remaining Balance
Personnel	\$50,000.00	\$15,500.00	\$34,500.00
Operational	\$10,000.00	\$5,000.00	\$5,000.00
Programmatic	\$0.00	\$0.00	\$0.00
CRM Licensing	\$125.00	\$0.00	\$125.00
Conference Award	\$750.00	\$0.00	\$750.00
Total	\$60,875.00	\$20,500.00	\$40,375.00

Navigation: Expenses

CMR Licensing

An invoice for this expense is sent directly from FAFCC in December and is accounted for separately. This amount should not be reported in the expense table.

Invoice Amount:

\$125

Invoice Amount Paid:

125

Enter \$125 for CMR Licensing

FAFCC Conference Award

The award amount listed below must be expensed towards the 2025 Annual Conference and must be paid by June. The award will open on the FAFCC website by June. This amount is accounted for separately and should not be reported in the expense table.

Conference Award Amount:

\$700

Amount Expensed on Conference Award:

Conference Award will not be expensed during this reporting period

Expenditure Document

Attach documentation for each of the line items included in your expense table, Expenses." Whenever possible, combine all documentation into a single file. Attach expense can be easily matched to the corresponding line item.

Upload documentation that can clearly be matched to each line item expenditure

Upload files and then click "Save" at the bottom of the page to display files in the table below.



Document Upload

 Upload Files Or drop files

2 of 2 items • 1 item selected

✓ Title
<input type="checkbox"/> Grant ID - Expense Report
<input checked="" type="checkbox"/> Grant ID - Expense Report

Upload Files

 **Grant ID - Expense Report.pdf**

PDF 39 KB

1 of 1 file uploaded

Done

Date
6, 02:32 PM
6, 02:33 PM
Delete Document

Save

Click "Save" to see documents list

Grant Narrative Scoring

- Each narrative report is evaluated on a 30-point scale.
- Annual Valuation Report is worth an additional 10 points.
- Total of 100 potential points for the grant cycle.
- This score will guide future funding decisions.

Grant Narrative - Scoring Rubric

- Timeliness of Submission: 3 points
- Listing Assigned Personnel: 3 points
- Outputs: 5 points
- Outcomes: 5 points
- Highlights/Accomplishments: 3 points
- Funding Enhancements: 3 points
- Additional Information: 3 Points
- Expenditure Documentation: 5 points

Full rubric is available in the
[Grant Reporting Guidance Document](#)

Best Practices: Demonstrate Progress


Outputs - What You Did (Activities)

1. Steps taken to implement the funded projects/programs
2. Indicate how funds are spent and utilized to implement those projects

Outcomes - What Changed As A Result (Impact)

1. Detail progress made toward goals and objectives outlined in original proposal
2. Demonstrate the short and long term benefits of the funding
3. Should incorporate a balance of both quantitative & qualitative metrics


Navigation: Salesforce Demo



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Salesforce Grant Portal



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Name

First Name

Kendall

Last Name

Test

Phone

1112223333

Email

kendall@fafcc.org

Affiliated Organization

24-25 Dental and Behavioral Health...

View

24-25 State Funds Grant Program

View

Reporting Deadlines

- ▶ First Grant Narrative with expenditure documentation
 - Due: Thursday, January 15, 2026
 - Reporting Period: July 1 - December 31, 2025
- ▶ *Staff will be available until close of business (5 pm EST)*



Compliance Policy

- FAFCC must enforce deadlines in order to meet deliverables established by DOH.
- Grantees will receive a 24-hour grace period.
- FAFCC will assist Grantees with outstanding deliverables before additional action is taken.
- Action may include the following:
 - Written notice attached to grantees performance, which may affect participation in future cycles
 - A request for a monitoring call
 - A hold on future disbursements

Questions

