



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

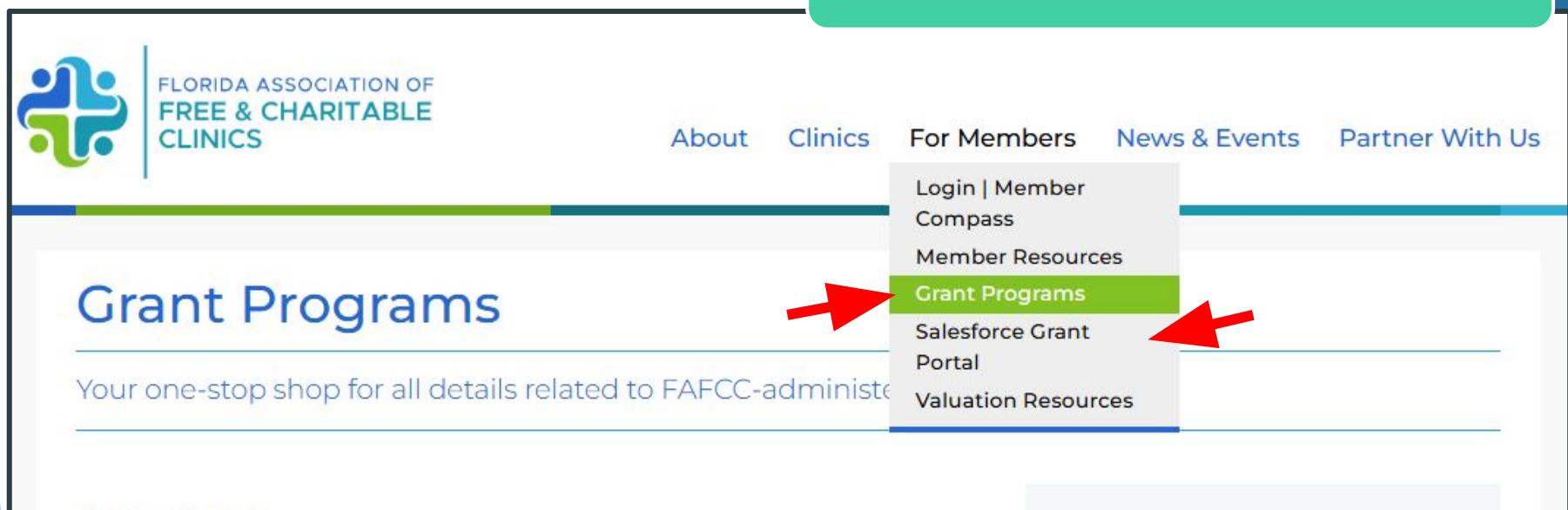
Outcomes

Expenses

Accomplishments & Challenges

# Navigation

Find direct link to Salesforce and all Grant Program details at [www.FAFCC.org](http://www.FAFCC.org)



The screenshot shows the FAFCC website with a navigation bar. The menu items are: About, Clinics, For Members, News & Events, and Partner With Us. A dropdown menu is open under 'For Members' with the following options: Login | Member Compass, Member Resources, Grant Programs (which is highlighted in green), Salesforce Grant Portal, and Valuation Resources. Two red arrows point to the 'Grant Programs' link and the 'Salesforce Grant Portal' link.

FLORIDA ASSOCIATION OF  
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CLINICS

About Clinics For Members News & Events Partner With Us

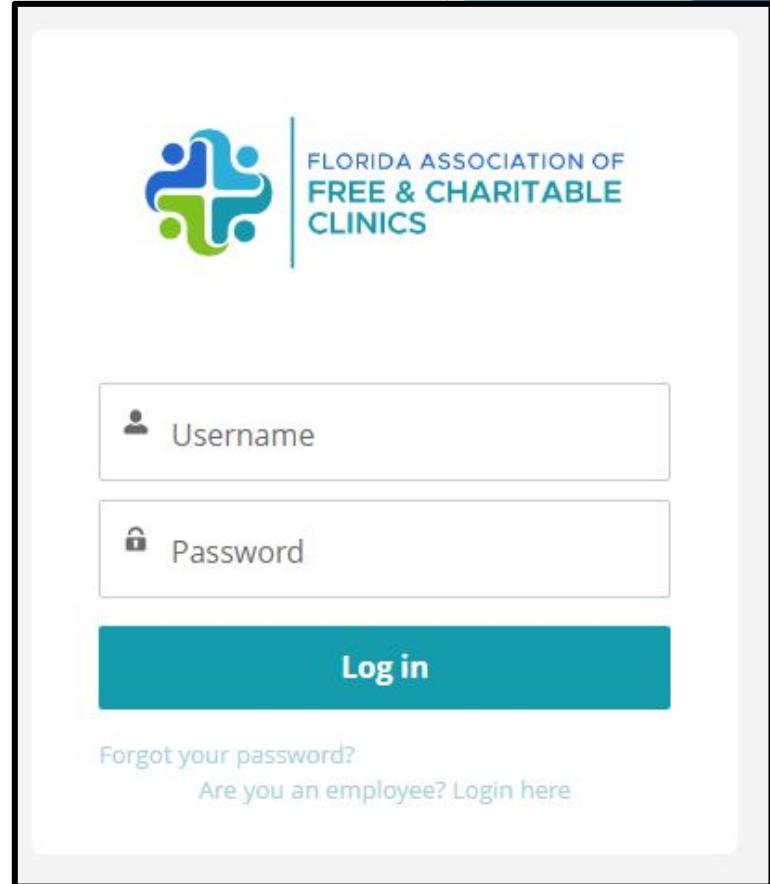
Grant Programs

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

- Login | Member 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](mailto:kendall@fafcc.org)



The image shows the login page of the Florida Association of Free & Charitable Clinics (FAFCC) website. The page features a logo on the left consisting of three stylized human figures in blue, green, and orange. To the right of the logo, the text "FLORIDA ASSOCIATION OF FREE & CHARITABLE CLINICS" is displayed in a blue, sans-serif font. Below the logo are two input fields: a white box for "Username" with a user icon and a white box for "Password" with a lock icon. A large teal "Log in" button is positioned below these fields. At the bottom of the page, there are two links: "Forgot your password?" and "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
<a href="#"> Narratives (3)</a>						
Narrative	Name	Narrative Cycle	Status			
<a href="#">Test 2024 (SFG) - Narrative 1</a>	Narrative - (7/1/2024-12/31/2024)	Narrative 1	Complete			
<a href="#">Test 2024 (SFG) - Narrative 2</a>	Narrative - (1/1/2025-3/31/2025)	Narrative 2	Complete			
<a href="#">Test 2024 (SFG) - Narrative 3</a>	Narrative - (4/1/2025-6/30/2025)	Narrative 3	Open			

# Navigation: Reports

[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

[Continue Narrative](#)

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

	Category	Date Expensed	Item Description	Vendor/P...	Designation	Service Type	Amount Re...
1	Personnel	Dec 1, 2025	ARNP Salary	Nurse Sally	Clinical Staff/Healthcare...	Health Services	\$15,000.00
2	Operational	Dec 1, 2025	Clinic Rent	City	Building Services (i.e. re...	Administrative...	\$5,000.00

Grant Expenditure Summary

Totals will calculate by category

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
<b>Total</b>	<b>\$60,875.00</b>	<b>\$20,500.00</b>	<b>\$40,375.00</b>

# 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

## FAFCC Conference Award

The award amount listed below must be expensed towards the 2025 Annual Conference and must be paid by June 30. The award application 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:

Enter \$125 for CMR Licensing

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. Attached documentation for an 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 39 KB

1 of 1 file uploaded

[Done](#) [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

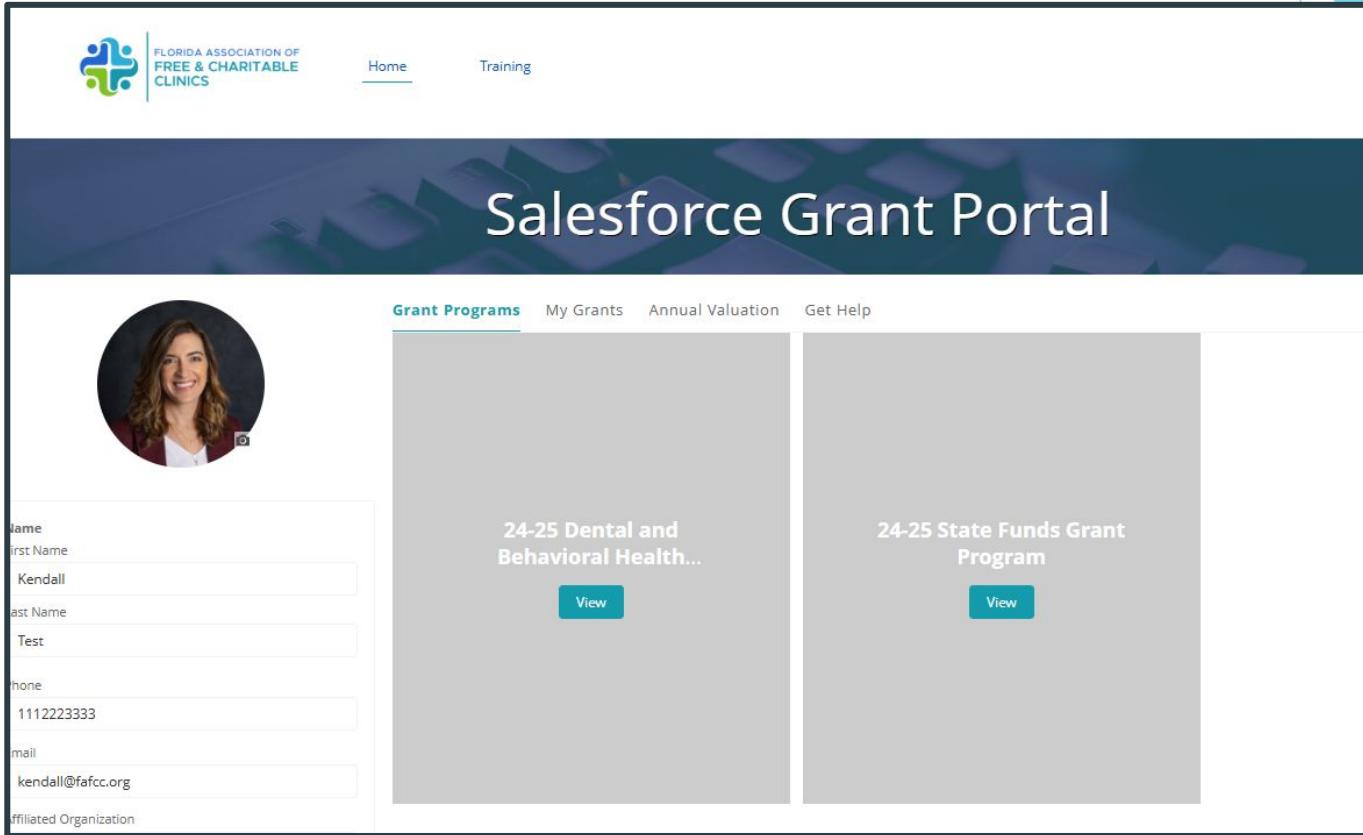
## Outputs - What You Did (Activities)

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



The screenshot shows the homepage of the Salesforce Grant Portal. At the top, there is a header with the Florida Association of Free & Charitable Clinics logo and navigation links for "Home" and "Training". Below the header is a large banner with the text "Salesforce Grant Portal". On the left side, there is a circular profile picture of a woman and a sidebar with input fields for "Name", "First Name" (Kendall), "Last Name" (Test), "Phone" (1112223333), "Email" (kendall@fafcc.org), and "Affiliated Organization". The main content area features two grant programs: "24-25 Dental and Behavioral Health..." and "24-25 State Funds Grant Program", each with a "View" button.

FLORIDA ASSOCIATION OF  
FREE & CHARITABLE  
CLINICS

Home Training

## Salesforce Grant Portal

Grant Programs My Grants Annual Valuation Get Help

Name  
First Name  
Kendall  
Last Name  
Test  
Phone  
1112223333  
Email  
kendall@fafcc.org  
Affiliated Organization

24-25 Dental and Behavioral Health...

24-25 State Funds Grant Program

[View](#) [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

