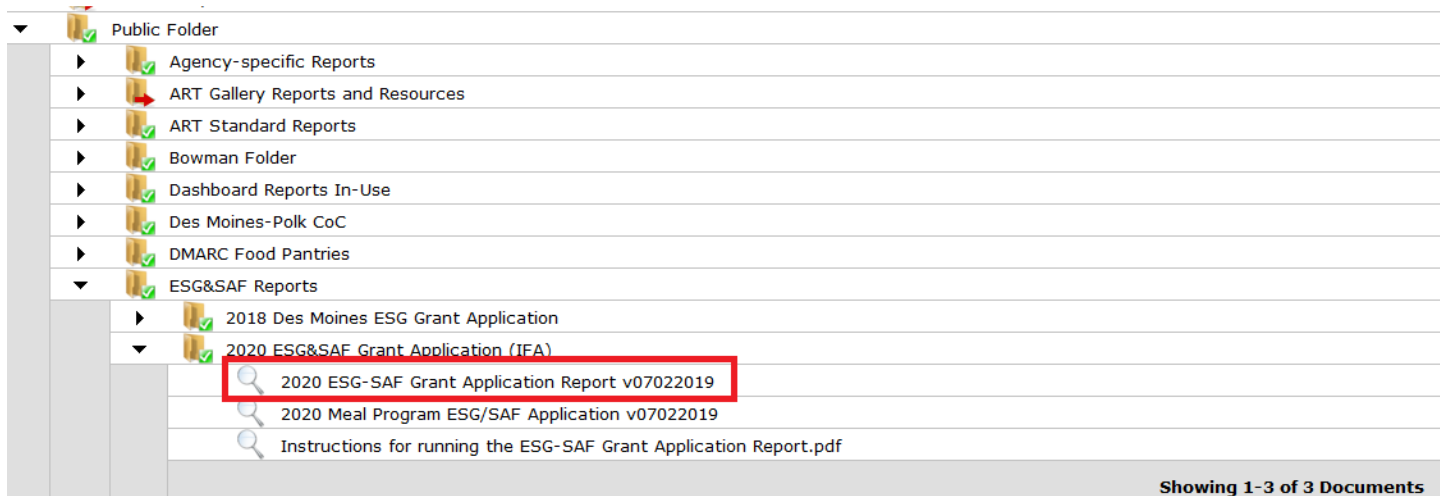


Instructions for running the 2020 ESG/SAF Grant Application Report

In **ART** (Advanced Reporting Tool), open **Public Folder** and then **ESG/SAF Reports** sub-folder.

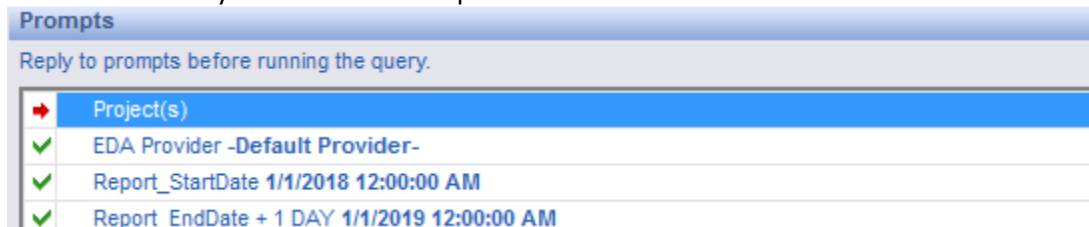
There you will find **2020 ESG-SAF Grant Application Report**.

Click on the magnifying glass to launch the report. When prompted click the View Report button.



When the report prompt window appears, select **ALL** of your ESG funded Projects. This report **MUST** be run for all funded projects simultaneously.

Do **NOT** change any of the other prompts listed. Leave them at the default. You are now ready to click the Run Report button.



When the report is done running you will have a single page of results. This information should be used to help complete the performance and budget sections of the application.

You will be required to provide a copy of the report with your application, to export the report for printing click on the Export to PDF button on the top navigation, this will save the file to your computer for printing.

