

Instructions for running the 2024 ESG/SAF Grant Application Report

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

There you will find 2024 ESG-SAF Grant Application Report folder.

There are (3) reports that need to be turned in with your application.

Click on report name to launch a report.



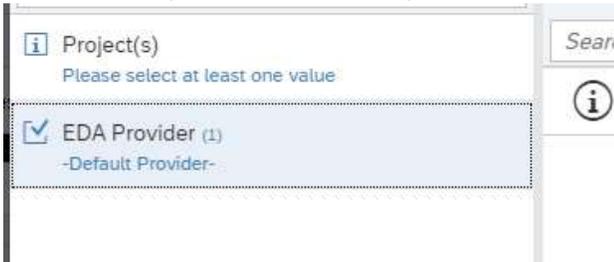
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
<input type="checkbox"/>	#1 2024 (combined) ESG-SAF Gra...		Web Intelligence		Jun 1, 2023 2:49 PM
<input type="checkbox"/>	#2 2024 (2021) ESG-SAF Grant Ap...		Web Intelligence		Jun 1, 2023 3:11 PM
<input type="checkbox"/>	#3 2024 (2022) ESG-SAF Grant Ap...		Web Intelligence		Jun 1, 2023 3:35 PM
<input type="checkbox"/>	2024 Meal Program ESG/SAF Appli...		Web Intelligence	ONLY FOR PROGRAMS APP...	Jun 1, 2023 3:35 PM

When the report prompt window appears, select ALL of your ESG funded Projects.

These reports MUST be run for all funded projects simultaneously.

Do NOT change the EDA Provider. Leave it as Default Provider.

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 button on the top of the report page. Choose PDF and make sure ALL reports are selected.

Once downloaded to your computer the file will be available for printing.

