

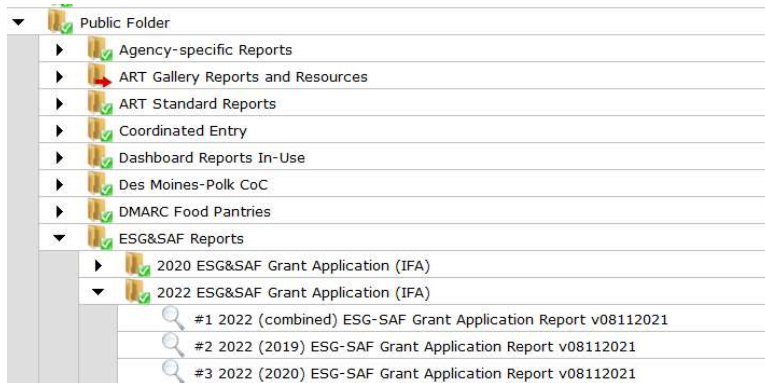
Instructions for running the 2022 ESG/SAF Grant Application Report

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

There you will find 2022 ESG-SAF Grant Application Report folder.

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

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

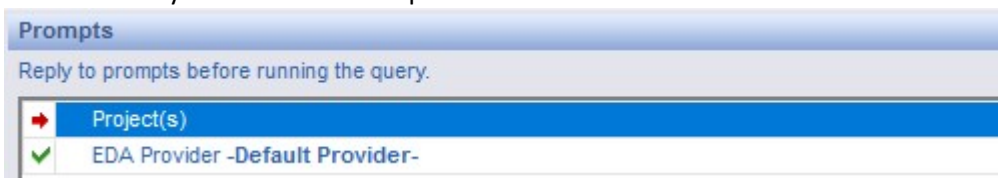


When the report prompt window appears, select ALL of your ESG funded Projects.

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 to PDF button on the top navigation, this will save the file to your computer for printing.

