

LCHIP

Land & Community Heritage Investment Program



Guidance Document: How to Access and Submit LCHIP's Annual Monitoring Report

1. Access the LCHIP Grant Portal

A. Access the grant site by visiting www.lchip.org and clicking on "Grant Management Login".



B. Enter your email and password.

- Please note: accounts have been set up for each project contact. If you have been on the grant site previously, you may enter your password.
- If you have forgotten your password, **or** have not logged in before, click on 'Forgot your Password?' and enter your email. Follow prompts to set password and log in.
- If you have more than one email, be sure to use the email where you receive LCHIP communication.

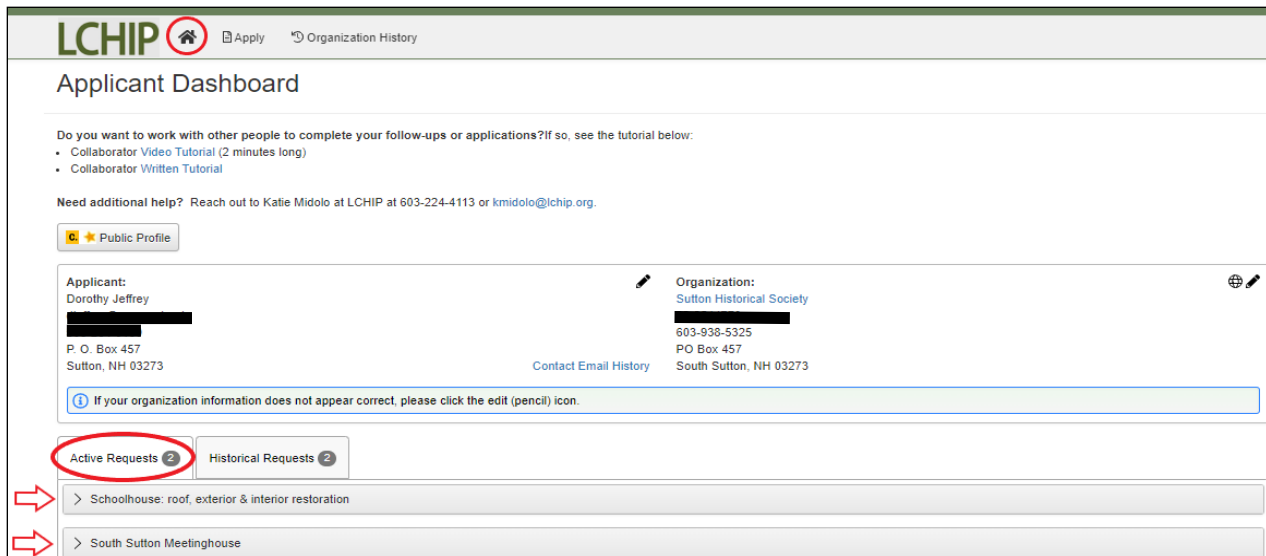
C. Tip: bookmark the site on your browser for easy future access.

2. Access the Annual Monitoring Report

A. Click the "Home" icon (*found in the upper-left corner of the screen*).

B. Click tab "Active Requests".

C. Click on the grey project bar (*to the right of the red arrows in photo below*) to display project details.



- D. Identify project(s) with “Process” listed as “Stewardship”
- E. Click the blue “Edit” text to the right of the applicable monitoring report form.

Active Requests 2 | Historical Requests 2

> Schoolhouse: roof, exterior & interior restoration

▼ South Sutton Meetinghouse

Process: Stewardship

Application Submitted 06/01/2022 View Application
 Decision Approved 11/02/2022 View Details

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
2022 Rehabilitation Grants Monitoring Report	Dorothy Jeffrey	Overall Award		Complete	View
2023 Rehabilitation Grants Monitoring Report	Dorothy Jeffrey	Overall Award	12/31/2023 23:59 EST	Assigned	Edit

3. Complete and Submit the Annual Monitoring Report

- A. Click to expand the two grey bars. These are the question fields you will complete as part of the Monitoring Report.
- B. Do you have someone working on the report with you? You can add that person as a collaborator by clicking on the blue “Collaborate” button in the upper right-hand corner of the screen.
- C. Click on “Documents” tab to access the executed Grant Agreement for reference as needed.
- D. When the Report is complete and ready to be submitted to LCHIP, click the blue “Submit Follow Up” button found in the bottom right-hand corner of the screen.

LCHIP | Apply | Organization History

Follow Up | Public Profile | Collaborate

South Sutton Meetinghouse
 Process: Stewardship

Return to Approval All Open Approvals

Contact Info | Request | Award Details | **Documents 1**

Applicant: Dorothy Jeffrey
 [Redacted]
 P. O. Box 457
 Sutton, NH 03273

Organization: Sutton Historical Society
 [Redacted]
 603-938-5325
 PO Box 457
 South Sutton, NH 03273

If your organization information does not appear correct, please click the edit (pencil) icon.

Application | Follow Up | FollowUp Packet | Question List

Due by 12/31/2023 23:59 EST.
 Fields with an asterisk (*) are required.

> Annual Monitoring Report
 > Review Resource Information

Due by 12/31/2023 23:59 EST.

Save Follow Up | **Submit Follow Up**