



OneDrive is the online platform that has been set up to help you upload, store, and manage your required and other pertinent documents for your mini-grant. This document is a quick reference checklist on how to access and use OneDrive.

Steps to Access Your OneDrive File

1. Click on link sent to you by OneDrive to access your neighborhood organization OneDrive file
2. Select “open”
3. Access your file by entering the security code that OneDrive emails to you
4. Once in, save or bookmark the link for future reference
5. Confirm that you see your neighborhood organization’s personal OneDrive file with individual folders for required documentation

Steps for Using Your OneDrive Folders

Neighborhood organizations are responsible for uploading all required documentation to their designated folders through OneDrive.

Below are the titled folders that have been set up for your neighborhood organization within your OneDrive file. It is important that you upload the required documents to the correct folders:

1. Letter of Understand (LOU)
2. Purchases (itemized invoices and receipts that don’t require reimbursement)
3. Reimbursements (for reimbursement only: itemized invoices, receipts, proof of payment, and completed substitute W-9 form)
4. Midterm report
5. Final report
6. Photos
7. Additional documents (non-required documents)

Please Note: It is important that you submit your required documents on time. Below are some key dates to mark on your calendars.

- Midterm report due **Thursday, April 1, 2021 by 5 p.m.**
- Final report due **Friday, July 30, 2021 by 5 p.m.**

Online resources for grant recipients are available at [HCFLGOV.net/MiniGrant](https://www.hcflgov.net/MiniGrant) under *Grant Recipient Resources*.

If you have any questions, please contact your district neighborhood liaison:

- District 1: [Daniel Padron](#), (813) 274-1628
- District 2: [Estella Gray](#), (813) 227-1645
- District 3: [Julie Nail](#), (813) 307-3607
- District 4: [Wanda Sloan](#), (813) 307–3564