

# Online Grants

## *Grant application instructions*

### Grand Rapids Community Foundation

#### Applying for a Grant Online

Following are the steps to applying for a grant online at Grand Rapids Community Foundation:

1. Request a Login \*
2. Create an Agency Profile \*
3. Complete your Grant Application

*\*These steps only need to be completed the first time.*

#### 1. Request a Login

##### User names and passwords

You will have to fill out a request in order to gain access to the system. Only a single user name and password should be used for your agency's applications and other activities in the Online Grant system. That user name will become the "owner" of your organization's records, and other accounts will be unable to apply for and report on grants for your organization.

Therefore, if someone else from your organization has previously applied for funding using our online system, you will need to find and use the user name and password that person had set up. If it is not possible for you to acquire the user name and password used previously, please contact the Foundation.

##### Requesting Access

In order to request access to the system, please fill out the **Request a Login** form at <http://www.grfoundation.org/onlinegrants.php>. After you have completed the form and pressed "submit" your account will be manually approved and access granted. You will then receive an e-mail message at the address you provided on the form within the next three business days. This e-mail message will contain instructions for choosing a password and signing into the Online Grants site.

##### If you have forgotten your password

If you have forgotten or do not know your password, but already have a user name for our online system, use the **Change Password** form at <http://www.grfoundation.org/onlinegrants.php>. You must provide the e-mail address originally used when you requested a login for the site. A verification message will be sent to that e-mail address. You will be required to click a link contained in that message in order to set a new password.

*Note: due to the way user names and passwords are handled in the Online Grants site, unless you can receive e-mail messages sent to the e-mail address used to register your login, you will not be able to sign in or change your password.*

##### If you would like to change the name or e-mail address associated with your user name

After signing in to Online Grants, click on the grey "powered by Quickbase" in the lower left area. On the 'My Quickbase' screen, click **Edit your user profile** on the right side of the screen, under your name. This will display the name, e-mail address, and a screen name (if any) for your account. Click the grey edit button to change any of these items.

A screen name is a name you may set to identify yourself with when logging in, instead of an e-mail address. Setting up a screen name may be a good way to share a user name with others in your organization. If you do set up a screen name, remember that you will need to keep the associated e-mail address current.

## 2. Creating an Agency Profile

### Getting started

Load the Online Grants page into your web browser. <<http://www.grfoundation.org/onlinegrants.php>>

### Signing into the Online Grant system

From the Online Grants page, click **Login**. Enter your user name and password and click "Login" to enter the site. If you do not have a user name and password, refer to "User Names and Passwords" section of this document for details.

The next page you see is your Overview page. You can return to this page at any point by clicking on "Online Grants" under the GRCF Logo. From this page, you will be able to create/update your agency profile and go to the My Applications page.

In the "Welcome" section of the Overview page, you will see notices and other information that may be of interest to you-including a link to an online version of this document.

### Your agency profile

The agency profile is a set of information about your organization which you can complete, and not have to fill it out on successive grant applications in the Online Grants site.

In the "My Agency Profile" section of the Overview page, you will either see one or more organizations listed (if you or someone else has already entered them in), or an empty box saying "No agency profiles found."

If an agency profile already exists, you may jump to "My Applications" and begin your application. Otherwise, you must complete an agency profile first.

### Adding an agency profile

Click the **Add a New Agency Profile** button (in the upper right area). This will take you to a single-page form to fill out. Provide as much detail as you feel would be helpful to funders. Once you complete the narrative questions, and before adding your board members, it is a good idea to save. You may save the agency profile at any time by scrolling to the top of the page, and hitting the **SAVE** button at the top of the screen. After saving, you will see a read-only version of your agency profile. Remember, to return to the Overview page at any time, click on "Online Grants" under the GRCF Logo.

### Adding board members

Click the **Add Board Member** button to add information for a board member. Be sure to hit the **SAVE** or **SAVE & ADD ANOTHER** button when you are finished. The **SAVE** button will save the board member information and return you to the list of board members, while the **SAVE & ADD ANOTHER** button will save the current record, and show another blank form so you can add another board member. Once all of your board members are entered in, click **Online Grants** to return to the Overview page.

### Updating your agency profile or board members

At any time in the future, you may update your agency profile or information about your board members by clicking the **EDIT** button to the left of your organization's name in the "My Agency Profile" section of your Overview page.

## 3. Complete your Grant Application

### Adding a grant application

From the overview page, click on the My Applications button in the Agency Profile section. This page will show previous applications. You can start a new application by clicking on the "Add a New Application" button. Select the type of grant (i.e. fund) you would like to apply for in the list that appears. Please fill out all fields, reading the instructions and prompts carefully. You will not be able to print or email the application until you save (and will likely get an error message if you try to do so.) It is always recommended to open up a grant application, and save immediately. Some users who have started an application and then entered a lot of data and then tried to save have lost their data. Save often!

### Saving and updating a draft application

Your application will be in draft status until submitted. While you are drafting your application, you can save it and return to make any changes or updates later. Once the application has been submitted, you will no longer be able to make changes to it, and the Community Foundation will be notified of the submission. If you would like to update a draft application, navigate to the My Applications page and click on "go to application" next to your application.

### Submitting your grant application

Please review your application carefully before submitting your application. When you are ready, change the "Application status" from **Draft to Submit, and save the application**. Once the application is saved, it has been submitted; you will no longer be able to make changes to it, and the Community Foundation staff will be notified of the submission. The date of the application's submission will be recorded and displayed on the application.

### What happens next?

After you have submitted your grant application electronically in our online system, some types of grants require you to submit additional documentation-or printed copies of the online application-in person or by mail. Please consult the grant guidelines to see if any additional application requirements apply for your organization or program. You may use the **Print Application** and **E-mail Application** buttons at the top of your grant application to print or send an electronic copy for your records, or to satisfy additional application requirements. If your program receives funding through our system you may be required to report on your grant. The Community Foundation will contact you with these requirements depending on the type of grant awarded.

If you would like to make additional applications using this system, it is as easy as adding a new application to your agency profile. Additionally, you may use the **Add a Similar Application** button to create a copy of an existing application which may be fine-tuned and submitted to other funds or in other grant cycles.

### **How to get help**

For technical support with the Online Grants system:

email [apuckett@grfoundation.org](mailto:apuckett@grfoundation.org), phone 616-454-1751 ext. 123 (Fund for Community Good)

or

e-mail [aprice@grfoundation.org](mailto:aprice@grfoundation.org), phone (616) 454-1751 ext 111 (all other funds)

### **System requirements**

#### **Web browser**

You will need to use one of the following web browsers to access the site:

- Mozilla Firefox on any platform
- Safari on Mac OS X "Tiger" or newer (some applicants have had success with older versions of Safari, but these are not officially supported)
- Internet Explorer 5 or above on Microsoft Windows

Regardless of the browser you use, you will need to ensure that Javascript is enabled, that your browser is accepting cookies, and that the site can open pop-up windows as needed. You may need to disable pop-up blocking in your browser, or configure it such that the system is able to open pop-up windows.

#### **E-mail address**

You will also need an e-mail address at which you can receive automated messages from the Online Grants site and, if needed, technical support communications.