



## GRANT PORTAL INSTRUCTIONS

Grand Rapids Community Foundation's online [grant portal](#) supports nonprofit organizations, schools, and government entities in submitting grant applications, accepting grant awards, and completing reports. Video tutorials are available at [GRFoundation.org/GrantPortalSupport](https://GRFoundation.org/GrantPortalSupport).

### CONTENT

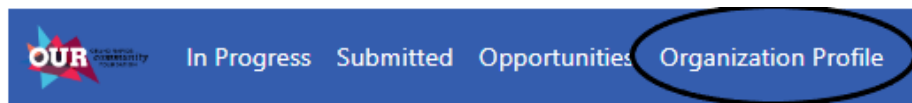
- [Create an account](#)
- [Review your Organization Profile](#)
- [Apply for a grant](#)
- [Access your draft applications, progress reports, and grant agreements](#)
- [View your submitted applications, reports, and grant agreements](#)
- [Contact us for help](#)

### CREATE AN ACCOUNT

- All users must create an account to get started
- Visit Grand Rapids Community Foundation's [grant portal](#) and click on **Create a new account**
- Select **Organization**
  - To register a 501(c)(3) nonprofit organization:
    - Enter your organization's information in the **Name / EIN / Tax ID** search bar and click **Search**
    - The portal will display potential matches for your organization. If your organization is listed, click **Select** next to its information.
  - To register a school, government entity, or community group that will use a fiduciary to apply:
    - Select **Skip, manually enter**
  - **Do not register as an individual.** Individual accounts are restricted to applying for scholarships. Individual users do not have access to grant applications.
- Fill out the form to create your account. Click **Register**.
- Verify your email address.
  - Check your email for a message from [GrantSupport@GRFoundation.org](mailto:GrantSupport@GRFoundation.org) with the subject line "Please verify your account in Grand Rapids Community Foundation's Grant and Scholarship Portal."
  - Click the **Verify My Email** link in the email to verify your account.

## REVIEW YOUR ORGANIZATION PROFILE

- Click on **Organization Profile** at the top of the page



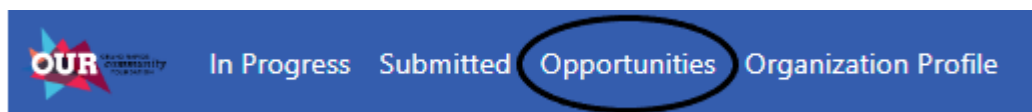
- The profile has two pages: **Organization Profile** and **GOapply Users**.



- Review and update the information displayed on your **Organization Profile** before submitting a new application.
- Once you've completed the updates, click **Submit**.
- You will receive an email confirmation when the changes have been submitted for review.
- The Organization Profile cannot be edited until Community Foundation staff have reviewed and approved the original request for changes.
- Click **GOapply Users** at the top of the profile to review a list of users who have access to your organization's account. If former staff or volunteers are listed as "Active Users," click **Deactivate** next to their names to remove their access to the portal.

## APPLY FOR A GRANT

- Click on **Opportunities** at the top of the page

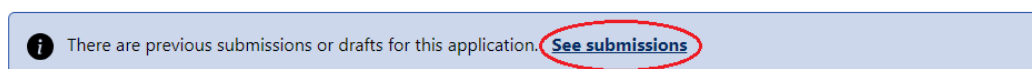


- The portal will display a list of all grant opportunities currently accepting applications.
- Click **View** to learn more about an opportunity and begin an application.

### My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
<a href="#">View</a>	2024	Black Legacy Fund			
<a href="#">View</a>	2024	Challenge Scholars Dream Fund			

- If you have already created a draft application for this opportunity, the portal will display the following message at the top of the page:



- Click **See submissions** to view a list of your applications, reports, and grant agreements associated with the opportunity. Click **View** to open your “In Progress” application.

### Black Legacy Fund Submissions

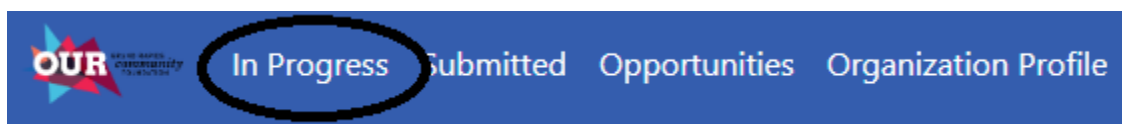
	Phase Name	Modified	Status
<a href="#">View</a>	Grant Agreement	9 days ago	Submitted
<a href="#">View</a>	Progress Report	31 seconds ago	NotStarted
<a href="#">View</a>	Application	5 days ago	InProgress

- Review the opportunity’s information before beginning an application. You can click **Print Blank** to save a PDF of the application before you begin. To get started, click **Apply**.
- A pop-up window will ask you to confirm if your organization’s information is correct. If you haven’t already reviewed your Organization Profile, click **I need to fix**.
  - [Review and update](#) the information displayed on the Organization Profile page.
  - Click **Continue to Submission** at the bottom of the Organization Profile.
- Click **Save Draft** at the bottom left of the screen to save your work.
- Once complete, click **Submit** on the last page. A submission confirmation email will be sent from [GrantSupport@GRFoundation.org](mailto:GrantSupport@GRFoundation.org).

**IMPORTANT:** Do not open the portal in multiple browser tabs, since this may cause data loss in your application. Always click **Save Draft** before exiting the application.

### ACCESS YOUR DRAFT APPLICATIONS, PROGRESS REPORTS, AND GRANT AGREEMENTS

- Click on **In Progress** at the top of the page



- In Progress view:
  - **View:** Open button
  - **Download** a PDF file
  - **Phase Name:** “Phase” describes how the form relates to the application process and/or partnership status (Application, Progress Report, or Grant Agreement).

- **Due Date:** Date the phase is due. Fund for Community Good Pre-Applications do not have a due date.
- **Opportunity Name:** Name of the fund.
- **Title:** Project Name identified in the draft form.
- **GOapply User:** Email address of the user who created the phase. All email notifications regarding the phase will be sent to this email address.
- **Progress:** Percentage complete
- **Created On**
- **Delete** button: Click the Delete button to remove applications you started but do not intend to submit.

**IMPORTANT:** Do not delete Progress Reports or Grant Agreements. Notify us at [GrantSupport@GRFoundation.org](mailto:GrantSupport@GRFoundation.org) if a Progress Report or Grant Agreement was accidentally deleted.

### **VIEW YOUR SUBMITTED APPLICATIONS, REPORTS, AND GRANT AGREEMENTS**

- Click on **Submitted** at the top of the page



- The list includes grant applications awarded and declined, as well as pending applications.

**Need help?** Email us at [GrantSupport@GRFoundation.org](mailto:GrantSupport@GRFoundation.org).