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 submitting reports. This instruction manual is specific to organizations applying for grants. Video tutorials are available on our website.
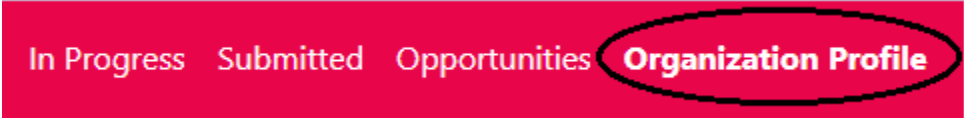
CONTENT

- Create an account
- Review your Organization Profile
- Apply for a grant
- Access your draft applications, 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 on **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 requiring information to create your account. Click **Register**.
- Click **Return to Login**. Enter your email address and password, then click **Sign in**.
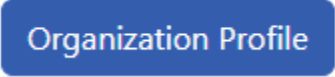
REVIEW YOUR ORGANIZATION PROFILE

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

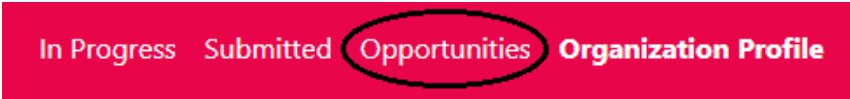- The profile has two pages: **Organization Profile** and **GOapply Users**.

- Review the information displayed on the **Organization Profile** page.
- Enter any changes needed in the "Request for Changes" field.
- Click **Submit**. The form will display a green box confirming the submission has been received.
- 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

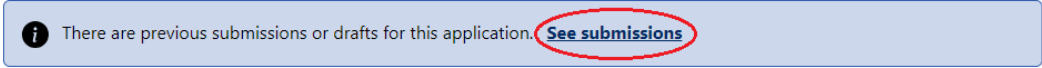- Click on **Opportunities** at the top of the page

- 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
View	2024	Black Legacy Fund			
View	2024	Challenge Scholars Dream Fund			

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

- o 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.
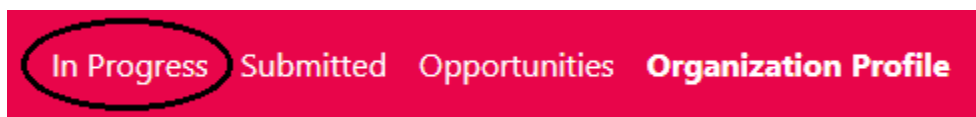
Black Legacy Fund Submissions

	Phase Name	Modified	Status
View	Grant Agreement	9 days ago	Submitted
View	Progress Report	31 seconds ago	NotStarted
View	Application	5 days ago	InProgress

- o The application will open for you to continue working on it.

- To create a new application, review the Opportunity's "Summary "and "Description." 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 information is correct. If you haven't already reviewed your Organization Profile, click **I need to fix**.
    - o Review the information displayed on the Organization Profile page.
    - o To request changes to the profile, enter the changes in the "Request for Changes" field.
    - o Click **Submit**. The form will display a green box confirming the submission has been received.
    - o Click **Continue to Submission** at the bottom of the Organization Profile.
- The application will display the number of pages at the top of the screen (example: "Page 1 of 7")
- Complete each page, using **Next** at the bottom of the screen to proceed to the next page. **Submit** your application when complete.

ACCESS YOUR DRAFT APPLICATIONS, REPORTS, AND GRANT AGREEMENTS

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

In Progress   Submitted   Opportunities   **Organization Profile**

- Click **View** to access an item and complete it.
- Click the **trash** button to delete applications you do not intend to submit.

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.