Grant Application Help

New Applicants

- Enter the email address to be associated with your account. All email correspondences are sent to this address.
- Select ‘New Applicant?’ and the system prompts you to create a password. Please make note of your login ID (email address) and password so that you can login and access any saved applications or requirements in the future.
- If you are a grantwriter for multiple organizations, use a different email address for each organization.
- If you complete the New Applicant section and receive the error 'Invalid e-mail or password', that email address already has an account. Click the Forgot Password? link below to reset the password.

Returning Applicants

- Enter your login ID (email address) and password to begin the application process. If you have forgotten your password, click on the Forgot Password? link to have an automated email sent to your email address. If you do not receive this email response, please refer to the troubleshooting tips within this document. Be sure to use Internet Explorer or Mozilla Firefox when accessing the system.

New Applications

- Start a new proposal application by selecting the link on our website.

In Progress Applications

- Access any saved applications by going to: https://www.GrantRequest.com/SID_2277. (click the green “Finish Existing Grant Applications” button at the top of our “Apply for Grants” page.
- Login to grantrequest.com using your account’s email address and password.
- On the Applications page, click on the application name to continue working on an application you’ve already started.
- Use the Action menu (far right column) to: (1) Delete a duplicate or unsubmitted application or (2) Email a copy of an application to someone else to review

Submitted Applications

- To view submitted applications, use the dropdown menu to switch from In-Progress to Submitted.
- Submitted applications are read only. If you need to make a change, please contact our Grants Administrator at dgrundeman@cfcollier.org.
Grant Applications—Troubleshooting Tips

- Limit your use of bullets and other formatting in Note fields of application and requirement forms.
- Your email account (user ID) must allow for automated emails so you can receive correspondence from our online grant system. If you are not able to receive automated emails from our system, your email account is identifying our automated emails as spam.
- Add the email addresses below to your address book and also notify your information technology (IT) department (or the department that controls system proxy settings) and have them allow for emails from these addresses as well.
  - mail.grantapplication.com
  - mail.grantrequest.com

Grant Applications—FAQ

I have forgotten my password. How do I reset it?

- Click the Forgot Password? link available on the account login page.

Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?

- If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.

How do I access a saved application so that I can complete and submit it?

- Log in to your account at www.grantrequest.com/SID_2277.

Can I copy and paste into an application that I have started?

- Yes. However, the word count feature is not entirely accurate when you do this. It is recommended to enter your essay question answers directly into the application.

How do I know my application was received?

- After you submit the application, an email notification is sent stating that the proposal was received. If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.

I received the following error message when I tried to set up a new account: Invalid email or password.

- If you have attempted to login with the wrong password several times, the account is disabled. To reset the password and re-enable the account, click on the Forgot Password? link. An automated email is sent to your email address with a reset link.
Grant Requirements

All grants require the signing and submission of a Grant Agreement form before the grant can be approved and any payment is released. Grant conditions forms must be read, signed, and submitted by an officer/director/trustee of the organization who is legally authorized to execute a contract on behalf of the organization, such as the Executive Director, CEO, Board President, Managing Director, etc.

- Login to your grantrequest.com online account using the same email and password your organization used to submit its application.
- Once logged in, click the Requirements tab at the top of the page.
- Use the drop-down menu to select between New, In Progress, or Submitted.

New Requirements
Any new requirement forms are listed as a link.

- Click the form name to open the form. (Note: Once you open the form – whether or not you make changes – it is moved to the In Progress requirements list. If you logout and return later, the form is listed under In Progress.)
- If the form needs to be reviewed by legal counsel or someone else before it can be signed and submitted, click the Email icon in the Action column at the far right.
- Read through the form, complete the fields at the bottom, and click Finish & Review.
- Review the fields, then click Submit.

In Progress Requirements
Any requirement forms you have opened and worked on but have not yet submitted are listed here.

- Click the form name to open and continue working on it.

Submitted Requirements
After you’ve reviewed and submitted your report or requirement,

- A confirmation in orange letters is displayed at the top of the page.
- The form is moved to the Submitted Requirements section of the drop-down menu.
- A confirmation email is sent to you. (Note: If you believe you have submitted a requirement, but have not heard back from the foundation, check in the In Progress section to make sure it was submitted.)