

## Grantseeker User Guide & FAQs

### Table of Contents

Grantseeker FAQs

[Deadlines](#)

[Application](#)

[Interim and Final Reports](#)

Grantee Portal Guide

[Registration](#)

[Organization Admin Role and Instructions](#)

[External Grant Writers](#)

[To Find Grant Applications](#)

### Grantseeker FAQs

#### Deadlines

##### **When is my grant application due?**

Check the Resources Page for information about specific application deadlines.

##### **Will you accept late applications?**

No. In fairness to all applicants who submit their applications on time, our deadlines are firm.

##### **What if I am having trouble accessing the online application?**

We use an online application system. We understand this may present a barrier to some applicants, and we will make reasonable efforts to accommodate particular needs on a case-by-case basis. Please contact us as soon as possible, but no later than one week before the application deadline, to discuss your specific circumstances. We cannot make accommodations after the application deadline.

##### **What if I my application is late due to technical issues?**

Applications received after the deadline will not be considered except in the case of unforeseen technical difficulties beyond the applicant's control. If you are experiencing technical issues with the Grantee Portal, you must contact [ashlee.tri@spmcf.org](mailto:ashlee.tri@spmcf.org) prior to the application deadline with the organization name and details of the technical issue (with screen captures if applicable).

In fairness to all applicants who submit their applications on time, the following conditions are not valid reasons to permit late submissions: 1) failure to complete the registration process before the deadline date; 2) failure to follow Grantee Portal instructions on how to register and apply; 3) failure to follow grant guidelines; and 4) technical issues experienced with the applicant's computer or information technology (IT) environment.

#### Application

##### **Can I access prior application/grant information on the Grantee Portal?**

No. Information about past grants and/or grants that are currently open cannot be transferred into the new Grantee Portal.

**Which web browser should I use when accessing the portal?**

Use Internet Explorer for the best user experience. At this time, we do not provide support for any other web browsers.

**How can I see the application before I get started? How can I print my application?**

Once logged in, select the application you want to see/print. At the top of the page, click the link "Printer Friendly Version." Please note: This is a pop up window, if you have a pop up blocker you will need to disable it in order to proceed. Select "Print" and a read only version of the application will open. Select "Print" to print the application.

Please note: You must submit your application online. Do not mail the paper application.

**How can I continue working on an application I already started?**

Under 'Saved Applications,' on the Welcome Page, look for the application you wish to continue. Click the application name to pull up the application you wish to continue.

**Can I cut and paste from a word processing document?**

Yes, cutting and pasting is fast and easy. When cutting and pasting into a field, hit the space bar once after pasting so that the system can properly count the number of characters pasted into the field.

**Will the application retain the formatting from my word processing document?**

The system removes all formatting from your pasted text. Saving your documents in RTF or txt before you paste will require less clean-up in your proposal.

**What if there isn't enough room in the space provided for the information?**

We have provided appropriate space for each response; do not feel compelled to write more than necessary just to use all of the characters allowed. Please note that if you exceed the word limit, the system will highlight the text box in red and you will not be able to submit the application until the overage is removed. You should shorten the text to less than or equal to the word limit.

**How can I move between sections of the application without completing all required fields first?**

Clicking the tabs located at the top of each page will allow you to jump to different sections of the application and it will also save the data you have entered in the current section.

**How do I upload a file?**

Single click on the 'Upload File' link. Please note: This is a pop up window, if you have a pop up blocker you will need to disable it in order to proceed. Click the "Browse" button in the File Upload window in order to select the desired file from its location on your computer.

**How do I delete an uploaded file?**

Click the 'Delete File' link located next to the uploaded file. On the screen that comes up, choose delete. Click "Done" on the next screen.

**How do I submit my application once I am done?**

Please review your application and confirm that you have completed all the required fields. Save your application. In order to submit your application, go to the last page of the application and click "Submit." Once submitted you can no longer make any changes.

**How can I delete an application I no longer need?**

An application can only be deleted if you have not submitted it. Under “Grant Applicant” select “My Saved Applications”. Click the “Delete” button under the application you wish to delete. Confirm the deletion on the following window.

**How will I know if you received my application?**

Once you have successfully submitted your application, a message will appear on the page that says, “Thank you for submitting your application to [Name] Foundation. Please use the Grantee Portal to check on the status of your application.” You should also receive an email with the exact same message. You will also see the submitted application listed under ‘Saved Applications’ on your Welcome Page.

**Interim and Final Reports****How do I know if my organization is required to submit the interim, if any, and final report?**

Reporting requirements will be included on the Terms of Grant agreement.

**When is the interim, if any, and final report due?**

The dates on which the interim reports, if any, and the final report are due will be found in the Terms of Grant agreement. In general, grants with a grant period ending January 1 – June 30 will have a final report due date of September 1 at 5:00 p.m. and grants with a grant period ending July 1 – December 31 will have a final report due date of March 1 at 5:00 p.m.

**Where do I find the interim and final report forms?**

Interim and final report forms can be found on the Resources Page of the website(s).

**Where do I find the grant tracking number?**

The Grant Tracking number can be found on the award letter or Terms of Grant agreement.

**I received a grant for the same project from more than one of the foundations listed on the form. Do I need to submit a report for each of the foundations?**

No. Indicate all relevant Grant Tracking numbers on the report form and submit only one form.

**How do I submit the interim and/or final report?**

Reports should be emailed to [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org).

**What attachments are required with the interim and/or final report?**

For final reports, we require the grantee to submit a financial statement that shows actual income and expenses for the project/program compared to the original project/program budget. We do not require any attachments for interim reports.

## Grantee Portal Guide

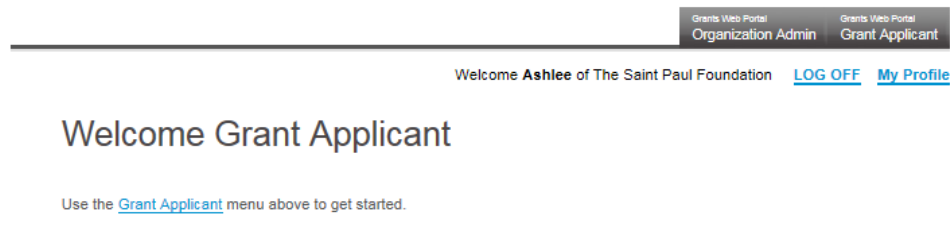
### Registration

1. Access the portal directly at <http://grants.spmcf.org/>
2. Select “Register” on the Welcome page and fill out the requested information

**Organization Admins:** This feature allows nonprofits to approve and manage all users who can apply on the organization’s behalf. **A nonprofit must designate at least one Organization Admin.** We recommend that:

- The first person from your organization should register as an Organization Admin (this can be changed later).
- Organization Admin should be staff members, not external grant writers.
- We recommend that your organization designate more than one Organization Admin.

3. Once you are successfully logged in, you will see the screen below if you are the Organization Admin; if you’re not an administrator you will only see the “Grant Applicant” tab. **NOTE: For new organizations (or organizations that are not active in our database) you will NOT be able to access applications until your organization has been approved by the Foundation.** After registering, please send an email to [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org) with 1) the name of the registrant, 2) organization’s name, 3) tax ID and 4) fiscal sponsor information if your organization does not have tax-exempt status.



### Organization Admin Roles and Instructions

Organization Admins will receive an automated email from [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org) when new users register on behalf of your organization. **Please add this email address to your Safe Senders List.**

Organization Admins can:

- Set new and existing users’ access permissions for creating, editing and submitting applications
- See the full list of all users registered on behalf of your organization
- Makes changes as needed, including removing users

**To authorize or edit Application Access for users** associated with your organization, follow these steps:

1. Log on to the online application portal using your credentials
2. Hover over the “Organization Admin” tab and select “Manage Members” to see all users

3. Adjust the “Application Access” for individual users as needed. **The default setting for new users is “Mine.”** Changing the selection defines what a user can do with applications.
  - View – Allows user to view all applications
  - Edit – Allows user to make changes to all unsubmitted applications
  - Submit – Allows user to create, make changes and submit all unsubmitted applications
  - Admin – Allows user to manage users, create, change, submit, delete all unsubmitted applications
  - Mine – Allows user to make changes, submit, and delete only their own applications
- Note:** Clicking the box to the left of the user’s name will remove their association with your organization
4. Click “Save Access Changes and Remove Selected Members”

## External Grant Writers

If you are a grant writer who requires access to multiple organizations, you will need to:

1. Register with any one organization
2. Log on to the online application portal using your credentials
3. Click on “My Profile”
4. Click “Add an Organization” and search for your organization
5. Highlight the organization
6. Click “Save Profile”
7. To apply for grants under this organization, you can:
  - a. Select the organization on “My Profile” and click “Switch to Selected Organization”
  - b. Log out and log back in, selecting your desired organization

**Note:** If you do not see any grant programs listed under Grant Applicant/Available Grants or get a message about not having access, contact the your Organization Admin to set your Application Access permissions.

## To Find Grant Applications

Hover over the “Grant Applicant” tab and you’ll see Available Grants, My Saved Applications, and My Awards. Select “Available Grants” to see programs currently accepting applications.

**Note:** If you do not see any grant programs listed or get a message about not having access, contact your Organization Admin to set your Application Access permissions.

**If you have additional questions or need assistance please email [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org).**