1. Visit the Saint Paul & Minnesota Foundation’s homepage at spmcf.org.

2. Select **GranteeView** in the top navigation.

   **Desktop View:**

   ![Desktop View](image1.png)

   **Mobile View:**

   ![Mobile View](image2.png)

3. Select **Register Now** on the GranteeView landing page.
Welcome to GranteeView

GranteeView is the grant application portal for the Saint Paul & Minnesota Foundation, F. R. Bigelow Foundation and Mardag Foundation. As a registered grant administrator, you can apply for a grant online, track application status, view payment history and more.

- If you are already a registered grant administrator with the Foundation, please log in.
- If you are a new grantseeker for the Saint Paul & Minnesota Foundation Building Community Capacity grants, Management Improvement Fund, Mardag Foundation or F. R. Bigelow Foundation, please register now to begin the application process.
- If you are a case worker applying for a Community Sharing Fund grant on someone’s behalf, visit the Community Sharing Fund page.
- If you are applying for the Duke Assistance Fund, visit the Duke Assistance Fund page.

You may find links to view grant guidelines for each of our grant programs and contact our team on our Resources for Nonprofits page.

4. To register, enter your First Name, Last Name and Email Address.

**Note:** All current and past grantees will need to register for GranteeView, as well as new first-time applicants. Your organization may have multiple registered grant administrators. Each person in your organization must create their own account to access GranteeView. Please do not share accounts.
5. Confirm your email address by re-entering it and then selecting **Submit**.

If you are already a registered grant administrator, please [log in](#).

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*Required fields are denoted by an asterisk (*)*

![Form fields](#)

6. To continue your registration, check your email address for a registration link.

7. Select the link in the email to continue the registration process. If you are not able to select the link, copy and paste the link into your browser.

**Note:** If you do not receive an email, contact us at [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org).

8. The link will redirect you to GranteeView and allow you to continue your registration. Double check that your **First Name**, **Last Name** and **Username** are correct.

**Note:** Username is the same as your email address.

9. Enter your **password** and then confirm your **password** by re-entering it.

10. Add your organization’s **address**, **city**, **state** and **postal code**.

11. Add your phone number and cell phone number. Select whether you’d like to receive a **Text Message** or **Call** notification.
**Note:** A phone number is required for two-factor authentication. You may choose to receive a phone call or text message for verification. If the number you enter does not allow text messages, like a home phone, you will need to select Call.

12. Select **Submit**.

13. Enter the security code you receive via text or a phone call.

14. Check the box to **Register this device** so you do not have to complete two-factor authentication in the future. If you do not check this box, you will need to utilize two-factor authentication upon each log in.

15. Select **Log In**.

16. To complete your registration, connect to your organization. Use the **search** feature to find your organization. Select the **Add Myself as Grant Administrator** button to become a grant administrator for your organization.

**Note:** If you belong to an organization with multiple chapters or locations, we recommend searching using your EIN number to confirm whether your specific chapter is already in our system.
17. If you are unable to find your organization in our database, select the **Register New Organization** button and complete the **Organization Information** form.
18. After completing the Organization Information Form, select the Add Myself to This Organization Profile button.

After completing the steps above, you will be notified that your request to connect with the organization is pending. While your request is pending, you may begin a grant application. Once your connection has been confirmed, you will be able to access the full GranteeView, including submitting grant applications and viewing organization details.