

# GRANTEE PORTAL INSTRUCTIONS

---

Arizona Community Foundation

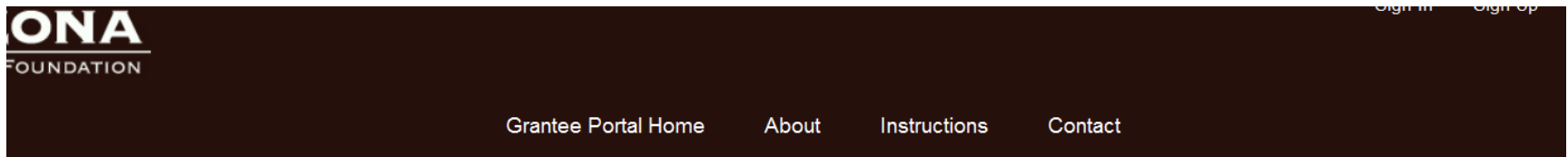
# Getting Started

To access the registration portal click on the **Grantee Login** button, located in the top right hand corner of the home screen.



# Signing Up

Clicking the link will bring you to the online grants application portal. Once the page appears, click the **Sign Up** button in the center of the page.



Welcome to the Arizona Community Foundation Online Grant Portal

To apply for a grant, please sign up or sign in



# Signing Up

Complete the all required information in the **Login and Contact Information** sections.

**NOTE:** Be sure to press **Save and Continue** before exiting the browser to ensure that your data is saved.

**Login Information**

You must provide a valid email address. All communication and system notifications will use this email address.

Login Email \*

Confirm Email Address

Password \*

Confirm Password\*

Password must be at least 6 characters long.

**Your Contact Information**

Please complete as many fields as applicable to ensure we have your complete contact information.

Title

# Signing Up

Next, you will be redirected to the login home page to enter your login information in order to gain access to the portal.



Please login first

Login Email

Password


**LOGIN**

[Forgot your password?](#)



# Signing Up

The first time you login to the portal you will receive this message. Please check the email used to sign up for the portal.



Thank You for Signing Up! You should receive an email shortly to activate your account.

If your activation email cannot be found (even after checking your junk/spam folder), please click "Resend Email" below, enter your sign-up email address, and click "Submit". The activation email will be resent to you at the email provided.

[RESEND EMAIL](#)

# Signing Up

The email you receive will look similar to the one below. The email used in the example is from Gmail. Please click on the “Confirm Email” Link.

Action Needed - Activate Applicant



Inbox x



Arizona Community Foundation <no-reply@gdg.do>

1:09 PM

to me ▾

Dear Katie,

Welcome to Arizona Community Foundation. In order to get started, you need to confirm your email address.

[Confirm Email](#)

Thank You,

Arizona Community Foundation

# Signing Up

The link will direct you to the Grantee Portal and automatically log you in. The page that you are directed to will look similar to the screenshot below. Click **My Open Applications** or Continue to proceed to the grants application portal.

**ONA**  
FOUNDATION

kpiiper@azfounda

[Grantee Portal Home](#) [About](#) [Instructions](#) [Contact](#) [My Open Applications](#) [My Submitted Applications](#) [My Awards](#) [My Pay](#)

Welcome, Katie!

This applicant portal will provide you with all of the tools necessary to apply online, stay informed of our decision and keep up with any additional information we may need from you now or in the future.

[CONTINUE](#)



# Adding an Organization

The page you are directed to next gives you the option of starting a new application, creating an organization profile or linking an existing organization profile to your new profile. Click New Organization to proceed.

## Your Open Applications

Ready to begin?

You currently do not have any open applications. Please click the button to begin a new application.

**NEW APPLICATION**

**Organizations**  
New Organization

Click on Organization to view/edit

Fiscal Sponsors

Click on a Sponsor to view/edit



# Adding an Organization

Search for your organization using the search box. Please note that due to the amount of data this list populates it may take a few moments to load.

Show  entries Search:

Organization Name	Select
100 Women Charitable Foundation Inc: Los Altos California	<input type="checkbox"/>
100Balls: Yuma Arizona	<input type="checkbox"/>
4M Foundation: Sanatobia Mississippi	<input type="checkbox"/>
A & A Cottages: Mesa Arizona	<input type="checkbox"/>
A Child's Hope Foundation: Orem Utah	<input type="checkbox"/>
A Circle Of Warriors: Glendale Arizona	<input type="checkbox"/>
A Friend's House: London Ohio	<input type="checkbox"/>
A Heinz57 Pet Rescue And Transport Inc: De Soto Iowa	<input type="checkbox"/>
A New Leaf, Inc.: Mesa Arizona	<input type="checkbox"/>
A Stepping Stone Foundation: Phoenix Arizona	<input type="checkbox"/>

Showing 1 to 10 of 4,897 entries [◀ Previous](#) [Next ▶](#)

Don't see your organization on the list?

[ADD NEW ORGANIZATION](#)

# Adding an Organization

Select your organization and click Save and Continue.

Show  entries

Search:

Organization Name	Select
Testing Org:	<input type="checkbox"/>
TESTING ORG: Phoenix Arizona	<input checked="" type="checkbox"/>
Testing Organization: Test City Alabama	<input type="checkbox"/>

Showing 1 to 3 of 3 entries (filtered from 5,160 total entries)

[◀ Previous](#) [Next ▶](#)

Don't see your organization on the list?

[ADD NEW ORGANIZATION](#)



[SAVE AND CONTINUE](#)

# Adding an Organization

If your organization does not have an existing profile registered in the ACF database, select Add New Organization to begin registration.

**NOTE:** To be eligible for any grant funded through the Arizona Community Foundation, the applicant organization must have an updated profile.

Show  entries

Search:

Organization Name	Select
Testing Org:	<input type="checkbox"/>
TESTING ORG: Phoenix Arizona	<input checked="" type="checkbox"/>
Testing Organization: Test City Alabama	<input type="checkbox"/>

Show 3 of 3 entries (filtered from 5,160 total entries)

◀ Previous Next ▶

Don't see your organization on the list?

[ADD NEW ORGANIZATION](#)

# Adding A New Organization

To register a new organization, fill in the required fields for organization summary, organization address, signatory authority, supporting documents, organization overview and social media.

**NOTE :** The signatory authority section is intended for anyone who has the power to sign binding documents / agreements within your organization. This individual can be separate from the person who created the organization's profile and yourself.

**Organization Summary**

Please do not type "The" in front of your organization name.

Legal Name *	<input type="text"/>	Phone	<input type="text"/>
Year Founded	<input type="text"/>	Fax	<input type="text"/>
Website	<input type="text"/>	Area Served	-- Please select -- <input type="button" value="v"/>

# Adding A New Organization

Select Save when you are finished inputting data. Selecting save will redirect your to the home page of the application portal. You are now registered with the Arizona Community Foundation and ready to begin applying for open grant cycles.

**Social Media**

Facebook

LinkedIn

Twitter



**SAVE**

# Editing Organizational Information

To edit organizational information. Click on the Organization's name on home page from the application portal.

## Your Open Applications

Ready to begin?

You currently do not have any open applications. Please click the button

**NEW APPLICATION**

**Organizations**

New Organization

Click on Organization to view/edit

■ TESTING ORG: Phoenix Arizona

Fiscal S

Click on



# Editing Organizational Information

Click Edit and update your organization's information. Click Save and Continue. Organizational Profile complete!

Y FOUNDATION

Grantee Portal Home   About   Instructions   Contact   My Open Applications   My Submitted App

Your Organization | View

Arizona Community Foundation: Phoenix Arizona

EDIT



## ORGANIZATION SUMMARY

Legal Name	Arizona Community Foundation	Phone Number
Year Founded	1979	Fax
Website	<a href="http://www.azfoundation.org">http://www.azfoundation.org</a>	Area Served



# Opening a New Application

To begin a new application go to the My Open Applications page and select New Application. This is also how you can view current and upcoming grant opportunities online.

## Your Open Applications

Note: You have already started an application. If you would like to start a new application, click on the New Application button.

[NEW APPLICATION](#)



### Organizations

[New Organization](#)

Click on Organization to view/edit

- TESTING ORG: Phoenix Arizona
- Arizona Community Foundation: Phoenix Arizona

[Fiscal Sponsor](#)

[Click on a Sponsor](#)

# Opening a New Application

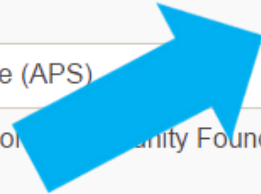
Choose the grant cycle to which you are applying. Select the preview options to review information regarding a particular grant.

[← BACK](#)

New Request | [Select Grant Program](#)

## Upcoming and Currently Open Grant Cycles

- Arizona Comunity Foundation of Sedona - TESTING - OPEN DATE March 2 [Preview](#)
- Arizona Public Service (APS) [Preview](#)
- Phoenix IDA and Arizona Community Foundation [Preview](#)
- First Baptist Church of Phoenix Foundation [Preview](#)
- Impact Investing [Preview](#)
- Patagonia TESTING PLEASE DO NOT [Preview](#)



# Eligibility Questionnaire

After you select the grant, complete the eligibility questionnaire.

<input type="radio"/> Phoenix Suns Charities PLAYMAKER GRANT	<a href="#">Preview</a>
<input type="radio"/> Season for Sharing- CLOSED	<a href="#">Preview</a>
<input type="radio"/> Whiteman 4G- TESTING PLEASE DO NOT USE	<a href="#">Preview</a>
<input type="radio"/> Jewish Community Association	<a href="#">Preview</a>

## Eligibility Questionnaire

Is your organization is fully authorized by its board and other applicable partners/collaborators to submit this application?

--Please Select--

Does your organization (or fiscal sponsor, if applicable) have a complete and visible profile on ACF's website: [www.azfoundation.org](http://www.azfoundation.org)?

--Please Select--

Is your organization able to demonstrate a non-discrimination policy regarding staff, employment, governing board and service based on race, ethnicity, religion, gender,

--Please Select--

# Eligibility Questionnaire

At the end of the questionnaire you will receive one of two messages:

book? You may receive emails from this address that contain important information about this grant cycle.

Unfortunately, you are not eligible based on the answers you provided

Or.....

book? You may receive emails from this address that contain important information about this grant cycle.

Congratulations! You are eligible!



**SAVE AND CONTINUE**

If you are eligible please select Save and Continue. If not please return to the grants selection menu and research other grant opportunities that best fit the mission of the applicant organization.

# Filling Out a New Application

Select the applicant organization and click Save and Continue.

Show  entries Search:

Organization Name	Select
Arizona Community Foundation: Phoenix Arizona	<input type="radio"/>
TESTING ORG: Phoenix Arizona	<input checked="" type="radio"/>

Showing 1 to 2 of 2 entries [◀ Previous](#) [Next ▶](#)

Don't see your organization on the list?

[ADD NEW ORGANIZATION](#)



# Filling Out a New Application

Select a fiscal sponsor if applicable. If the applicant organization does not operate with a fiscal sponsor, move forward with the application by selecting Save and Continue.

Request | Fiscal Sponsor

---

Is there a non-profit that is receiving the funds on behalf of the organization?

Fiscal Sponsor?\*

**SAVE AND CONTINUE**

# Filling Out a New Application

Now you are ready to begin inputting data. The first step is to enter information about the project which you are requesting funds to help support in the Project Overview section.

 TESTING ORG: Phoenix Arizona <a href="#">UPDATE ORG</a>	 <a href="#">UPDATE SPONSOR</a>
---	--

<a href="#">View Request</a>	<a href="#">Project Overview</a>	<a href="#">Project Details</a>	<a href="#">Narrative</a>	<a href="#">Documentation</a>	<a href="#">Progress Report</a>	<a href="#">Budget</a>	<a href="#">Final Review</a>
------------------------------	----------------------------------	---------------------------------	---------------------------	-------------------------------	---------------------------------	------------------------	------------------------------

In order to save your responses, please be sure to fill out all required fields prior to clicking Save and Continue.

Project Title\*

# Filling Out a New Application

In the Project Details section input information regarding the details of the project. Enter details such as any collaborative efforts and outputs.

Request | Project Details

---

test: test Arizona UPDATE ORG

UPDATE SPONSOR

[View Request](#) [Project Overview](#) [Project Details](#) [Narrative](#) [Documentation](#) [Budget](#) [Final Review](#)

In order to save your responses, please ensure to fill out all required fields prior to clicking Save and Continue.



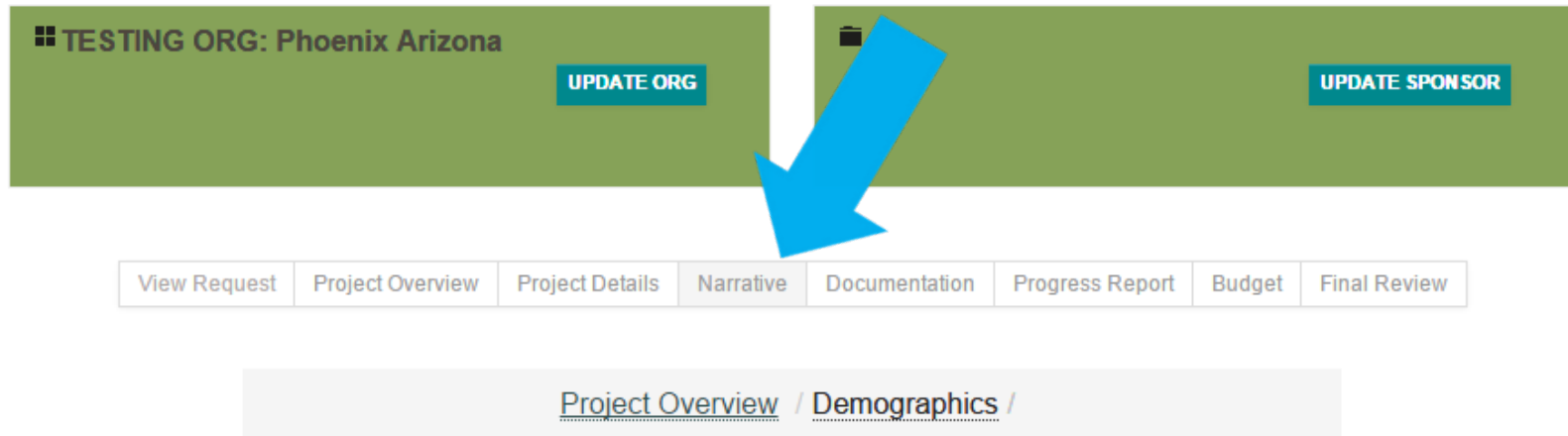


# Filling Out a New Application

The next section, project narrative, allows you to enter demographic information and industry standards. The bulk of questions found on the grant guidelines will be in this section as well.

[Request](#) | [Narrative Questions](#)

---

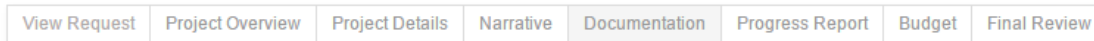


The screenshot displays a web application interface. At the top, there is a green header bar with a hamburger menu icon on the left, the text "TESTING ORG: Phoenix Arizona", and an "UPDATE ORG" button. On the right side of the header bar, there is a briefcase icon and an "UPDATE SPONSOR" button. Below the header bar is a horizontal navigation menu with the following items: "View Request", "Project Overview", "Project Details", "Narrative", "Documentation", "Progress Report", "Budget", and "Final Review". A large blue arrow points from the "UPDATE ORG" button down to the "Narrative" item in the navigation menu. Below the navigation menu is a breadcrumb trail: "Project Overview / Demographics /".

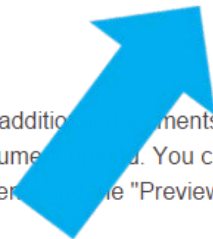
In order to save your responses, please be sure to fill out all required fields prior to clicking Save and Continue. To select multiple options hold 'Control' on PC or 'Command' on Mac while clicking.

# Filling Out a New Application

Please use the Documentation section to upload any pertinent documentation that will help support your application. Please note: There is a two document maximum for each application.



In the upload area below, you may add up to TWO additional documents pertaining to the project. Please refer to the program's Grant Guidelines for the appropriate documentation. You can obtain the Grant Guidelines by clicking "My Open Applications", selecting "New Application", then clicking the "Preview" function next to the grant program name.



Add Documents		
Source	Document File	Description

**SAVE AND CONTINUE**

# Filling Out a New Application

Please use the grid in the Budget section to input the “Budget” for your project. Include all income and expenses related to the project.

View Request	Project Overview	Project Details	Narrative	Documentation	Budget	Final Review
--------------	------------------	-----------------	-----------	---------------	--------	--------------

The project budget you enter below should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied for both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful project completion.

Project Income	<b>ADD PROJECT INCOME</b>	
<b>Source</b>	<b>Amount</b>	<b>Description</b>
<hr/>		

Project Expense	<b>ADD PROJECT EXPENSE</b>	
<b>Source</b>	<b>Amount</b>	<b>Description</b>
<hr/>		

# Filling Out a New Application

Once you have completed the application the website will take you to the Final Review of the application. Please use this time to review the entire application. Once the application has been submitted, changes may not be made.

Request | Final Preview

PRINT

test: test Arizona

UPDATE ORG

UPDATE SPONSOR

If you have completed your application, please proceed to the submit page.

SUBMIT APPLICATION

# Tips

At the bottom of each section in the application is a Save and Continue button please make sure to select it once you have finished entering information in that section.

**SAVE AND CONTINUE**

# Questions

If you have any questions throughout this process, do not hesitate to contact a member of the ACF Grants Management staff. We can be reached at 602-381-1400 or [grants@azfoundation.org](mailto:grants@azfoundation.org).