

Deaconess Foundation Grantmaking Guide
For Partners and Prospective Partners



Have questions? Need technical assistance?
Please email: granthelp@deaconess.org

Thank you for your interest in Deaconess Foundation's grant portfolio. This step-by-step document will guide you through Deaconess Foundation's online grantmaking portal.

1. Open [the online portal](https://www.grantrequest.com/Login.aspx?sid=6226) (https://www.grantrequest.com/Login.aspx?sid=6226). If it is your **first time** signing in, click *New Applicant?* to create an account. Otherwise, sign in with the email and password previously used to create your account.
2. While using the online portal, do not use your browser's forward and back buttons. Instead, please navigate the portal using the tabs at the top of the page, or the *Next* button.

A screenshot of the 'Please Sign In' login form. It includes instructions for existing and first-time applicants, input fields for E-mail and Password, a 'New Applicant?' link, a 'Forgot Password?' link, and a 'Login' button.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

3. To start a **new application**, find the appropriate Grant type and click to advance to the application portal. To find an **already submitted application**, use the dropdown menu in the bottom-right portion of the screen to view *In-Progress* or *Already Submitted* applications.



Account: michael.e.shultz@gmail.com | Change E-mail/Password Exit
Last Log in: 8/25/2021 9:01 AM GMT-04:00

A screenshot of the 'Applications' management page. It includes a welcome message, a list of instructions, a dropdown menu to show 'In Progress Applications', a checkbox for 'Hide Viewer Only Applications', and a table with columns for Application Name, Project Title, Requested, ID, Last Updated, My Role, and Action.

Applications

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.
5. To start a new **Responsive Grants** application, click [here](#).

Show ▼

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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4. For a **new application**, you will be prompted to provide your organization's Tax ID or the Tax ID of your fiscal agent. This is also referred to as an Employer Identification Number or EIN and can



be found on your organization's 990. This will be used to automatically populate portions of your application.

5. Review the tips on the **Before You Begin** page, which contain important instructions related to your application.
6. Click *Next* or use the orange tabs at the top of the page to navigate the application portal. You can use the *Save & Finish Later* button to save your progress at any time.

7. If you have previously submitted a proposal through the portal, some information will automatically populate. Please verify that the information is correct. If there are additions or changes that need to be made, make those changes.
8. On the **Organization Information** tab, you will be asked to provide your organization's information, such as website and address, and information about your organization's Fiscal Agent. **If there is no Fiscal Agent**, leave the Fiscal Agent section blank.

9. On the **Contact Information** tab, you will be asked to provide information about your organization's Executive Director (or top executive), the Main Contact for the specific project you are applying for funding for, and information about your board's chair. If the top executive for your organization is the main contact for the proposal, check the box indicating such to automatically fill in the information.

10. On the **Proposal Information** tab, you will be asked to provide information about the grant request. This includes information about the proposed project, as well as geographic and demographic information about the project's anticipated impact. Responses to the geographic and demographic sections are not required but do give us greater insight into your proposal.

You can type your responses directly into the web form or copy and paste from an existing document. To avoid losing work, **it is highly recommended you save your progress** as you work on the application. When a form is saved, you can see it from the home page:

From here, you can return to the form by clicking on the appropriate Application Name or delete the form using the trash can icon on the right-hand side of the window.

11. On the **Project Budget** tab, you will be asked to provide the narrative detailing your project's budget. You will also be asked to provide the project Expenses and Revenues, and the amounts associated with this request. The format of the Project Budget tab closely resembles the Missouri Common Grant Application (CGA) 2.0.
12. On the **Attachments** tab, you will be asked to upload files that complete your application. To upload a file, click *Choose File* select the file you wish to upload, then click **Upload**. Your file will then be attached to the application. You will also be asked to sign and certify the proposal.
13. Once complete, **click Submit**. You will see the full proposal for final review before it is submitted.
14. If you would like to have a colleague review the proposal before submitting, use the *E-Mail Draft* button on the top of the **Review My Application** tab to send a read-only copy to another email address.

The screenshot shows the 'Review My Application' tab of the Deaconess Foundation Grant Request Application. The navigation bar at the top includes tabs for 'Before You Begin', 'Organization Information', 'Contact Information', 'Proposal Information', 'Project Budget', 'Attachments', and 'Review My Application'. The 'Review My Application' tab is active. Below the navigation bar, there is a message: 'You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.' Below this message, there are two buttons: 'Printer Friendly Version' and 'E-mail Draft'. The 'E-mail Draft' button is highlighted with a red box. Below the buttons, there is a section titled 'Before You Begin' with a list of quick tips for using the online application form. The tips include: Limit your use of bullets and other formatting; Log into your account at https://www.grantrequest.com/SID_622675A=AM to access saved and submitted requests; Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications; Before filling out the application, you may find it helpful to click the "Printer Friendly Version" button above. This will offer you a preview of all of the questions on the application; You may save and come back to your application at a later time by clicking the "Save & Return to My Account" button at the bottom of each screen; To move to the next page, please click the "Next Page" button at the bottom of the page or click the page number at the top of the page; Do not use the "Back" or "Forward" buttons on your browser to navigate through this application; PLEASE NOTE: This application uses word limits, not character limits. Questions with word limits will display a live word counter below the question field. Word limits will not be enforced until you submit your application. Please be mindful of this as you fill in these fields; When clicking the "Review Before Submitting" button: You will be required to review the entire application one final time before clicking the "Submit Application" button at the bottom of the screen.

15. **Once you have reviewed all information**, click Submit. Once an application is submitted, it is sent for review to Deaconess Foundation staff.
16. If you would like to **review a submitted application**, sign into the portal, and select *Show submitted applications* from the dropdown menu.

17. If you **need to make changes** to an application after it has been submitted, please email michaels@deaconess.org and request that it be sent for resubmission. Please include as many details about the application as possible, including the application name, project title, and project ID.

Thank You! Your application has been submitted.

Applications

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4. To delete an application, simply select the garbage can next to it.
5. To start a new **Responsive Grants** application, click [here](#).

Show Submitted Applications ▼

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Responsive Grants	abc		20021		Owner (Pending Transfer)	
Responsive Grants	COVID-19 Response		20009		Owner	
Responsive Grants	Democratic Participation		20008		Owner	

18. If you would like someone else to become the **Owner** of your application, first Save the application. Then, use the *Transfer* button on the home page to transfer ownership (see the screenshot below). They can then complete the application. They will need to accept ownership of the application before the transfer is complete. Until accepted, you will see the My Role status change from *Owner* to *Owner (Pending Transfer)*. The new Owner can then complete the application.



Account: michael.e.shultz@gmail.com | Change E-mail/Password
Last Log in: 9/8/2021 4:13 PM GMT-04:00

Exit

The application has been transferred. The new owner will need to login and accept the transfer before it is completed.

Applications

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Show In Progress Applications ▼

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Responsive Grants	abc	123,444	20021	9/8/2021	Owner (Pending Transfer)	