

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.



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

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

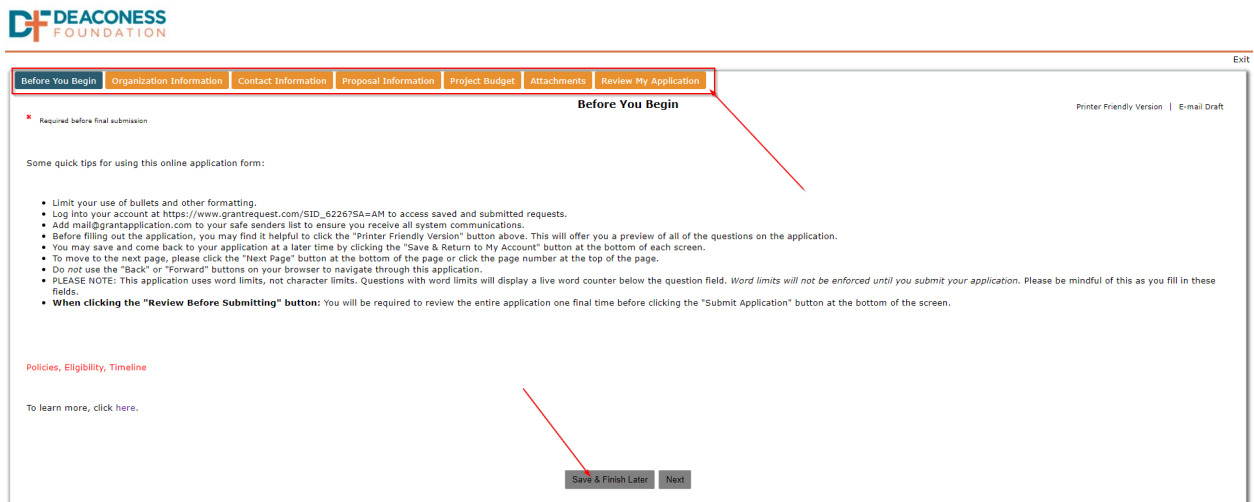
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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4. For a **new application**, you will be prompted to provide your organization's Tax ID or the Tax ID of your fiscal agent. This is also referred to as an Employer Identification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

The screenshot shows the 'Contact Information' tab of the Deaconess Foundation application. It features two main sections for contact information. The top section is for the 'Executive Director (or Top Executive) Contact' and includes fields for First Name, Last Name, Title, E-mail, and Office Phone. The bottom section is for the 'Main Contact for this specific project' and includes fields for First Name and Last Name. A checkbox labeled 'Same as Organization Primary Contact' is checked in the bottom section, and a red line points from this checkbox to the top section, indicating that the information will be automatically populated.

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.

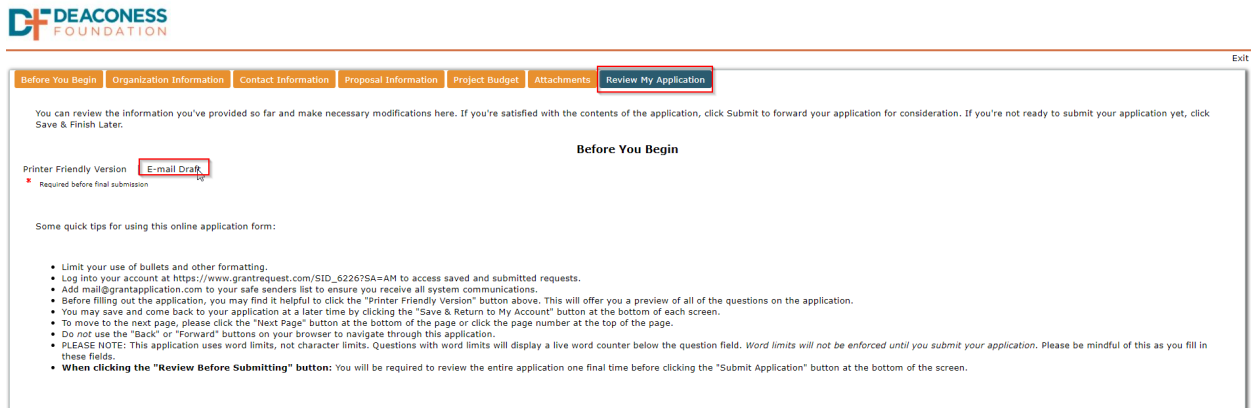
You can type your responses directly into the web form or copy and paste from an existing document. To avoid losing work, **it is highly recommended you save your progress** as you work on the application. When a form is saved, you can see it from the home page:

The screenshot displays the 'My Application Page' on the Deaconess Foundation website. At the top, there is a confirmation message: "Thank you! Your application has been saved. You should receive an e-mail confirmation shortly." Below this, the 'Applications' section is titled "Welcome to your 'My Application Page'. This is the area where you will manage your work." It lists five instructions for managing applications. A 'Show' dropdown menu is set to 'In Progress Applications', and there is a checkbox for 'Hide Viewer Only Applications'. Below the instructions is a table of applications:

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Responsive Grants			20021	9/8/2021	Owner	[Icons for edit, delete, refresh]

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.



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.

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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)	