

Deaconess Center for Child Well-Being

Convening Request User Guide



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

Thank you for your interest in using Deaconess Center for Child Well-Being's convening platforms and spaces. This guide will demonstrate how to successfully submit a request.

1. Open [the online portal](https://www.GrantRequest.com/SID_6226?SA=AM) (https://www.GrantRequest.com/SID_6226?SA=AM). 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.

This portal uses the same username and password as Deaconess Foundation's online grant request portal. If you have previously applied for funding with Deaconess Foundation, the same email address and password you use to log in to the Funding Portal will be used to log in to the Convening Request portal.

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 a 'Please Sign In' form. The form has a title 'Please Sign In' and two bullet points: 'If you have an account, please log in using your E-mail Address and Password.' and 'First time applicants, please use the "New Applicant" link found below.' Below the text are two input fields: 'E-mail' and 'Password'. The 'E-mail' field has a 'New Applicant?' link below it. The 'Password' field has a 'Forgot Password?' link below it. A 'Login' button is centered at the bottom of the form.

3. From the drop-down menu, select if you are applying for an in-person or virtual convening. Click *submit*.

If you are applying for an **In-Person Convening**, continue to step 4. If you're applying for a **Virtual Convening**, [skip to step 13](#).

Deaconess Foundation Convening Request

Are you applying for an in-person convening or a virtual convening?

-Select One-
-Select One-
In-person Convening
Virtual Convening

In-Person Convening Requests

4. On the **Welcome** tab, please review the Convening Request Form in-person convening procedures. These guidelines and procedures are for any request to be granted a license to use Deaconess Center for Child Well-Being grounds and facilities.
5. Under the Additional Information header, select if your convening is targeted to one of our policy priorities: Comprehensive Healthcare, Early Childhood Education, Family Economic Mobility, Justice and Equity for Youth, or Other.
6. If your organization has an IRS tax exemption status, please upload documentation of that status. Click *Choose File* to select the file, then click *Upload*. Click *Next* at the bottom of the page to advance.

Additional Information

*** Please select if your convening is targeted to one of the following policy priorities:**

- Select One -

Please provide a proof of Internal Revenue Service (IRS) tax exempt status, if available.

Choose File No file chosen

Upload

Approval: An event is not formally scheduled, and license granted for the convening space until a completed form is submitted, reviewed and approved by Deaconess Center for Child Well-Being staff. The primary contact listed will be notified within five business days of submission whether the event is approved. Licensing convening space in Deaconess Center for Child Well-Being does not constitute an endorsement of a group's views or activities by Deaconess Center for Child Well-Being, Inc. or Deaconess Foundation.

Contact: For more information or questions contact David Nehrt-Flores, Director of Deaconess Center for Child Well-Being at 314.338.0273 or email davidn@deaconess.org

7. If you have previously submitted a Convening Request 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 **Convening Request Form** tab, you will be asked to provide information about your organization and event. First, provide the information requested under the Organization and Primary Contact headers.

DEACONESS CENTER for Child Well-Being

Welcome Convening Request Form Convening Space Guidelines Review My Application

Convening Request Form

* Required before final submission

Organization

* Name of Organization

* Street Address

* City * State * ZIP Code

* Phone

* Organization Description
Please provide organizations mission and primary activities. ✓

Primary Contact

* First Name * Last Name * Phone Number

* Title * E-mail

9. Under the Event header, you'll be asked to provide information about the event. Fields marked with an asterisk (*) are required to be completed before you can submit your request.
10. Information about available Convening Spaces and Room Setups, including room capacity and Outside Open-Air convening space, can be found on the Deaconess Center website: <https://deaconesscenter.org/convening-spaces/>.
11. On the **Convening Space Guidelines** tab, you will be asked to review and confirm the requirements for using Deaconess Center's convening spaces. Before submitting your request, check, date and sign the indicated fields to confirm you have read and agree to the Convening Guidelines.

Welcome **Convening Request Form** Convening Space Guidelines Review My Application

Convening Space Guidelines P01

Required before final submission

Guidelines

Convening guidelines are listed below. Please read and confirm below.

Please review the following Convening Guidelines:

- We are a non-profit organization
- We understand that all events at DCCW must be free for all participants and that DCCW is a Fundraising Free Zone.
- We acknowledge that DCCW is available Monday - Saturday during the times of 7:00 am and 9:00 pm
- We will make sure that event host and guest arrive and leave the center at the approved times.
- We will greet our guest in the Deaconess Center first floor lobby and direct them to the correct convening space.
- We will dispose of all waste appropriately. We will take all event trash and recycling to the on site dumpster.
- We understand that no signage is allowed on the walls outside of the convening space.
- We will ensure there is no tobacco products and alcoholic beverages in Deaconess Center for Child Well-Being or on the grounds. (Alcoholic beverages are prohibited from carrying or bringing any weapon onto Deaconess Center for Child Well-Being campus.
- The prohibition of any weapon applies to any staff or visitor who is licensed to carry a firearm or weapon, including local law-enforcement officers.
- Any staff or visitors who is reported or discovered to possess a firearm, ammunition, or weapon on campus will be asked to secure it off campus.
- We will respect other groups or individuals right to meet in DCCW without interruption of loud or inappropriate music or videos.
- We will inform Deaconess Center staff of any room damages, maintenance issues or spills.
- We understand that Deaconess Foundation reserves the right in its sole discretion to deny the use of Deaconess Center for Child Well-Being at any time.
- We may not assign the license or any interest therein or permit the use of the Convening space or any part thereof by anyone other than us.
- We will use the Convening space only as described for the time period, and upon the terms, covenants and conditions set forth herein.

By checking the box, you are confirming you have read and agree to the Convening Guidelines.

The primary contact for the event will hold the following responsibilities:

- Communicate in a timely manner with DCCW staff about event details, cancellations, and needs.
- Make sure that convening space is set-up for the event.
- Complete an event evaluation.
- Ensure that DCCW procedures and guidelines are followed and respected.
- Confirm that the convening space is cleaned and returned to its original condition.

By checking the box, you are confirming that the event contact will hold the listed responsibilities.

Agreement

We accept full responsibility for our activities and any damages that might be incurred. We agree to indemnify, hold harmless and defend Deaconess Foundation, Deaconess Center for Child Well-Being and their officers, directors, employees, agents and affiliates ("Indemnitees") from and against any and all liabilities, claims, damages, actions, costs, losses, claims and expenses (including attorneys' fees) (collectively, "Claims") arising from or relating to personal injury, death or damage to or loss of property or profits and all other Claims arising from or relating to, in whole or in part, any act, omission, negligence, fault or violation of law or ordinance of licensee or its employees, agents, contractors, subcontractors, representatives or attendees or any other person entering the Convening Space with the implied or express permission of licensee.

Licensee hereby waives any and every claim which arises, or may arise, in its favor and against Deaconess Foundation and Deaconess Center for Child Well-Being for any and all loss or damage to the extent covered by valid and collectible insurance policies of licensee. Such waiver shall be in addition to any other waiver or release contained in this agreement with respect to any loss or damage to property.

We have read Deaconess Center for Child Well-Being Convening Space Procedures and Guidelines. By submitting this form, we agree to these Procedures and Guidelines.

Signature **Date**

12. On the **Review My Application** tab, you can review the information provided so far and make any necessary modifications. 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*. You can return to your application in-process at [the online portal linked in step 1, above](#).

Virtual Convening Requests

13. If you would like to request a Virtual Convening, you'll need to submit the Virtual Convening Request Form. Begin by selecting **Virtual Convening** from the drop-down menu.

14. On the **Welcome** tab, review the procedures and guidelines for use of Deaconess Center's virtual platforms.

15. Under the Additional Information header, select if your convening is targeted to one of Deaconess’ policy priorities from the drop-down menu. Then, upload proof of your organization’s IRS tax exemption status, if available, by clicking *Choose File*, selecting the appropriate file, and clicking *Upload*. Click *Next* at the bottom of the page to advance.

Additional Information

EARLY CHILDHOOD EDUCATION

- All children of the st. Louis regions should enjoy full access to quality child care and education from birth to pre-kindergarten.

JUSTICE AND EQUITY FOR YOUTH

- All children of the St. Louis region should receive just treatment under the law.

FAMILY ECONOMIC MOBILITY

- All families of the St. Louis region should achieve economic stability within one generation.

COMPREHENSIVE HEALTH CARE

- All children of the St. Louis region should have universal access to comprehensive mental, physical and dental care.

* Please select if your convening is targeted to one of the following policy priorities:

- Select One -

Please provide a proof of Internal Revenue Service (IRS) tax exempt status, if available.

Choose File No file chosen

Upload

16. On the **Virtual Convening Request Form** tab, you will be asked to provide information about your organization and event. First, provide the information requested under the Organization and Primary Contact & Virtual Host headers. Please be as complete and accurate as possible. Fields marked with an asterisk (*) are required. Click *Next* at the bottom of the page to advance.

17. On the **Convening Space Guidelines** tab, you will be asked to review and confirm the requirements for using Deaconess Center’s convening spaces. Before submitting your request, check, date and sign the indicated fields to confirm you have read and agree to the Convening Guidelines. Then, click *Review & Submit*.

Welcome | Virtual Convening Request Form | **Convening Space Guidelines** | Review My Application

Convening Space Guidelines

* Required before final submission

Guidelines

Virtual convening guidelines are listed below. Please read and confirm below.

Please review the following Guidelines:

- We are a non-profit organization.
- We understand that all virtual events must be free for all participants.
- We acknowledge that DCCW is available Monday - Saturday during the event.
- We understand that Deaconess Foundation reserves the right in its sole discretion to cancel or suspend the virtual convening space at any time.
- We may not assign the virtual license or any interest therein or permit anyone other than us.
- We will use the virtual convening space only as described for the time herein.

By checking the box, you are confirming you have read and agree to the above guidelines.

Agreement

We accept full responsibility for our activities and any damages that might be incurred. We agree to indemnify, hold harmless and defend Deaconess Foundation, Deaconess Center for Child Well-Being and their officers, directors, employees, agents and affiliates ("Indemnitees") from and against any and all liabilities, claims, damages, actions, costs, losses, claims and expenses (including attorneys' fees) (collectively, "Claims") arising from or relating to personal injury, death or damage to or loss of property or profits and all other Claims arising from or relating to, in whole or in part, any act, omission, negligence, fault or violation of law or ordinance of licensee or its employees, agents, contractors, subcontractors, representatives or attendees or any other person entering the Convening Space with the implied or express permission of licensee.

Licensee hereby waives any and every claim which arises, or may arise, in its favor and against Deaconess Foundation and Deaconess Center for Child Well-Being for any and all loss or damage to the extent covered by valid and collectible insurance policies of licensee. Such waiver shall be in addition to any other waiver or release contained in this agreement with respect to any loss or damage to property.

We have read Deaconess Center for Child Well-Being Convening Space Procedures and Guidelines. By submitting this form, we agree to these Procedures and Guidelines.

* Signature * Date

The primary contact for the event will hold the following responsibilities:

- Communicate in a timely manner with DCCW staff about virtual event details, cancellations, and needs.
- Ensure that DCCW procedures and guidelines are followed and respected.
- Complete an event evaluation.

By checking the box, you are confirming that the event contact will uphold the listed responsibilities.

18. On the **Review My Application** tab, you can review the information provided so far and make any necessary modifications. 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*. You can return to your application in-process at [the online portal linked in step 1, above](#).

19. If you would like to **review a submitted application**, sign into the portal, and select *Show submitted applications* from the dropdown menu.

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Applications

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

- Select in progress or submitted in the drop down.
- If you select submitted, you can only view the applications that you have submitted.
- If you select in progress, you will be able to continue working on your application.
- To delete an application, simply select the garbage can next to it.
- To start a new **Responsive Grants** application, click [here](#).
- Please note, the form will automatically time out after 20 minutes idle. Please save your work frequently to avoid losing progress on your application.

Show **In Progress Applications** ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Deaconess Center for Child Well-being Convening Request			20160	2/1/2022	Owner	
Deaconess Center for Child Well-being Virtual Convening Request			20159	2/1/2022	Owner	

20. If you **need to make changes** to a request after it has been submitted, please email conveningdesk@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.
21. **If you would like someone else to become the Owner of your request**, first Save the application. Then, use the *Transfer* button on the home page to transfer ownership. 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

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
Responsive Grants	abc	123,444	20021	9/8/2021	Owner (Pending Transfer)	