FREQUENTLY ASKED QUESTIONS:

USING THE DENVER FOUNDATION'S GRANT APPLICATION PORTAL

REGISTERING FOR THE APPLICATION PORTAL

How do I get started?

Returning Users: Visit the grant application portal login page.

New Organizations: An **Organization Admin** must register your nonprofit in our online system.

New Grant Writers: Register as an authorized Grant Writer. After registration you can request authorization to write for a registered organization. That request will be approved by the nonprofit's **Organization Admin**, not by The Denver Foundation.

What do I need to register?

If your organization is not already in our database, other than basic contact information, you will need the organization's Federal Tax ID number.

When do I need to register?

The Denver Foundation suggests you register as far in advance as possible, but <u>no later than 5 business days before</u> the application deadline.

Is there a registration approval process?

Yes. When the Organizational Admin registers on behalf your organization, The Denver Foundation will have to approve your registration. After an Organizational Admin is registered, they will need to approve the registration of individual Grant Writers.

How long will it take for my registration to be approved?

Approval should typically come within 1 business day.

What is an Organizational Admin?

The Organization Admin can manage all aspects of a nonprofit's profile including who is authorized to write grants on behalf of the organization. If you are the Organization Admin for your nonprofit and will also be writing the grant, you should also register as a Grant Writer.

What is a Grant Writer?

The Grant Writer is the person who applies for grants on behalf of an organization. We encourage consultants working on behalf of an organization to choose this option. After registering, Grant Writers may request authorization to write a grant on behalf of an organization. The Organization Admin will approve or deny this request.

As a Grant Writer, who else can access my profile?

Denver Foundation staff members on the grant processing team have access to your profile. The Organizational Admin will approve or deny your request to associate your profile with their organization but otherwise cannot access your profile.

What if I'm an independent grant writer working for several different organizations?

Once you create a profile you may request to associate your account with multiple organizations by going to "My Profile" in the menu on the right of the portal. Please keep in mind, an Organization Admin must register the nonprofit and then approve your request.

If I am an Organizational Admin, can a Grant Writer apply for a grant without my knowing once registered?

Yes. It is important to be in communication with your Grant Writer. You should also login to your account and disable approval for individual Grant Writers if they are no longer working with your organization.

SUBMITTING AN APPLICATION

What will I need to start my grant application?

Please see the 2019 Environmental Affinity Group RFP on this page for requirements.

Can I see past grant applications?

You can only see past grant applications if they have also been submitted through the online portal.

Can I save my application and come back to it?

Yes, saved applications will be available by choosing "My Saved Applications" under "Grant Writer" in the menu on the right of The Denver Foundation's Grant Application Portal. You are encouraged to save frequently when working on an application.

What attachments are required?

Please see the 2019 Environmental Affinity Group RFP on this page for requirements.

Can attachments be uploaded in any format?

No. Attachments are accepted in PDF format only.

Are there word or character limits? Does it count them as I go?

Yes, narrative questions are limited by character count. There is a character counter showing your progress toward the limit on each applicable question.

Will I be notified when my grant is successfully submitted?

You will receive notification when your grant is submitted.

Can multiple people see and edit the application in the portal?

Yes, multiple people from the same applying organization can see and edit the application in the portal, so long as they have submitted access requests.

Are there any "quirks" in the system that I should know about?

You should progress through the application page by page from start to finish. Your answers to questions in each section determine the questions you will see in the next section. Do not skip around to different sections of the application.

Will my information be saved for future applications?

Only basic contact information will be saved for future applications. Application information and attachments will not be saved.

What do I do if I have a problem?

Please email eag@denverfoundation.org with any questions.