

INSTRUCTIONS:

All users must first create an account. ***We recommend that you carefully read the instructions and reference materials found on this page before registering and starting your first application.***

- For the best user experience when accessing our Online Grants Manager, we suggest using one of the following browsers: Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.

ACCOUNT CREATION:

At the time of registration you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer
- Select the grant that you would like to apply for and begin to fill in the questions within the application. Be mindful of character limits.
- Your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time. Once a grant is awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

USER RESOURCES:

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards