

Grantmaking Guide for Chinook Fund's Applicants

Note from Chinook Fund: Please use the parts of this tutorial that are applicable to you. Not all videos and/or instructions may be relevant to what you need assistance with, so please recognize that we made all resources available for everyone. If you need any details or further assistance, please reach out to Jessica Nelson, the Grants and Operations Manager, at jnelson@chinookfund.org or at (720) 279-7652.

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[Step 1: Site Access & Account Creation \(video\)](#)

You will access the system via the log on page, which is hyperlinked to the Chinook Fund website and [right here](#). We recommend that you bookmark this page in your internet browser for ease of access. If you've already created an account you may enter your email and password and log right in. Otherwise, you'll want to click on the Create New Account button. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address, and you will be sent a link to reset your password.

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Please do not create a second account if you forgot the login information for the account you previously made.

Logon Page

Email Address*

Password*

Log On Create New Account

Forgot your Password?

Welcome to the Chinook Fund's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

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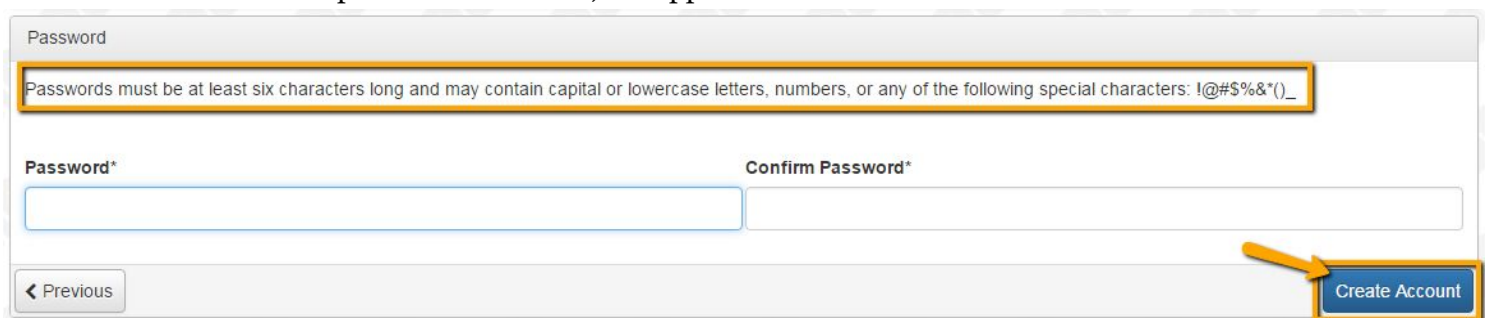
Step 2: Registration Process

Once you click "Create New Account," you begin the registration process. This process has four sections: 1) organization information, 2) individual user information, 3) executive officer information, and 4) choosing the individual user password.

- After Organization Information has been entered, click on the "Next" button.
- The next section is the "User Information" section, or YOUR information.
- If your address is the same as your organization's, you may use the "Copy Address from Organization" button to automatically pull the address information from the organization address fields into the address fields in this section.
- It is very important to note that the email address entered in the Email/Username field becomes the Applicant's Username in the system.
- Once the fields on the "User Information" section are completed, click on the "Next" button.
- Please note that should you need to navigate to previous section in the registration process, you must use the "Previous" button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using the browser's "back" button, you will lose all registration information entered.
- In the next section you indicate if you are the Organization's Executive Officer.

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- If you are the executive officer, select “Yes.” You are taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
- If you are not the executive officer, select “No,” and complete the required Executive Officer fields.
- Once the executive officer’s information is entered, click on the ”Next” button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.
- Once the password is created, the applicant clicks the “Create Account” button.



Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password*

Confirm Password*

← Previous

Note that you cannot save partial information during the registration process, so you should gather all required information before beginning the registration process.

Also please note that if your organization already has an account with us because your organization previously applied for a grant, but you would like to add another user to complete the application, OR if you are unsure if your organization already has an account with us, you should contact Jessica Nelson at jnelson@chinookfund.org or at (720) 279-7652. Do not create another account for your organization.

Email Confirmation: Upon clicking Create Account, you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications. Your user account ID is your email address.

Step 3: Updating Your Registration Information

This is not mandatory, but if you would like to update your user information, click on your name at the top right corner of the screen and select “Edit Profile” from the drop-down menu. To update your organization’s or chief executive officer’s information, contact Jessica Nelson at jnelson@chinookfund.org or at (720) 279-7652.

Step 4: Applying for Funding (video)

Upon completing registration and accessing the system for the first time, you will land on the Apply Page. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information related to them.

- You can preview the application without having to save any work by clicking on the “Preview” button.
- To start a request, click on the blue “Start Eligibility Quiz” button under the opportunity you’d like to apply to.
- Clicking “Start Eligibility Quiz” will take you into our eligibility form, which you must complete to be able to access the application.

The screenshot displays the 'Apply' page of the Chinook Fund Grant Software. At the top, there is a navigation bar with the Chinook Fund logo and the text 'CHINOOK FUND'. To the right of the logo are icons for 'Apply' and 'Fax to File', and a user profile dropdown menu for 'Molly Applicant'. Below the navigation bar is a search bar with the text 'Quick Search'. The main content area is titled 'Eligibility - Fall 2019 Grant Cycle' and contains a message: 'These questions are meant to screen out applicants who are not eligible for Chinook Fund grants at this time. If you feel that the response to your information is incorrect, please contact Jessica Nelson at jnelson@chinookfund.org or via phone 720-279-7652.' Below this message are two buttons: 'Preview' and 'Start Eligibility Quiz'. Two red arrows point to these buttons. The page also features a 'DEMO' watermark and a footer with the text 'Grant Management Software provided by Foundant Technologies © 2019'.

- If the eligibility quiz determines that you are eligible to apply and you would like to apply for the opportunity, click the blue “Apply” button next to the opportunity you wish to apply for.

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Molly Applicant

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Apply Fax to File

Role (Applicant)

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Eligibility - Fall 2019 Grant Cycle

Based on your answers, you are eligible for the following

> Fall 2019 Grant Cycle Version 2

Accepting Submissions from 06/11/2019 to 09/21/2019

Apply

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Once in the form, note that your contact and organization information automatically populates at the top of the form.

- You may update your contact information and view your email history.
- If your organization information is not correct, please contact Chinook Fund's Grants and Operations Manager, Jessica Nelson, to make the necessary changes.
- Our form's deadline is listed at the top of the form, and the final version must be submitted by then.
 - Since we are utilizing a soft deadline, you may submit your application after the deadline has passed. The past due message will be reflected in orange, so you can still submit the form.
- Work through the form answering the questions.
 - Required questions have an asterisk next to them, and the form cannot be submitted if these are not filled out.
 - As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
 - You may collapse question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling.

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Apply Fax to File

Eligibility Application Question List

Fields with an asterisk (*) are required.

> General Inquiries

> Funding Questions

> Narrative Questions

> One Year Workplan

> Budget Form

> Leadership Information

> Diversity Chart

> References

Due on 09/21/2019 05:00 PM MDT.

Abandon Request Save Application Submit Application

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- Some fields have character limits.
- Responses that are longer than the set limit will be saved, but an error message will appear informing the applicant that the limit has been exceeded.
 - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.

General Inquiries

Mission Statement*

There is a 2,000 character limit.

there is a limit! We have so far used 65 characters of our limit.

1,935 characters left of 2,000

- File upload fields will only accept one file per field, and these fields have size limits.
- In the leadership information and goals sections, you must click the “Add Another” check box for another field to open up where you can add the requested information. Checking these boxes is optional, but once you check it, it becomes mandatory to fill in the information requested in the newly opened field.

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Apply Fax to File

One Year Workplan*

Please upload your workplan for this year. [This link](#) is an example workplan that may help guide you.

Upload a file [2 MIB allowed]

For all goals, please also include implementation strategies and methods of use tied to each.

Goal 1*

2,000 characters left of 2,000

Additional Goal

Add another goal

Budget Form

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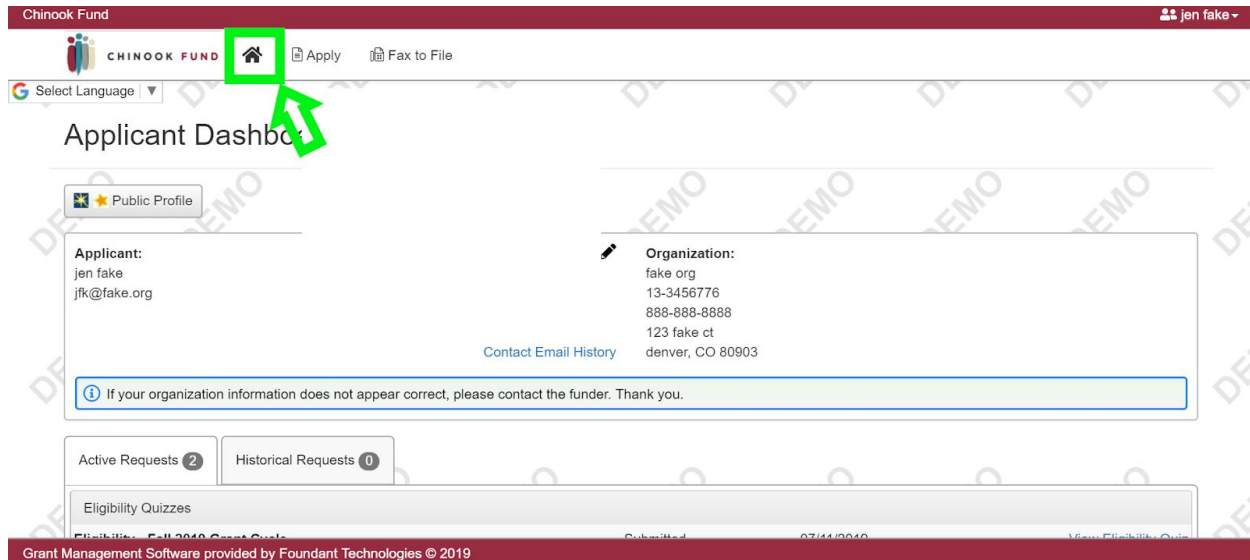
Upon the completion of your application, you can click the Question List button if you'd like a PDF copy of your application, or click the Application Packet button to download a copy of the questions and your responses.

[Step 5: Your Applicant Dashboard \(video\)](#)

Your dashboard houses current and historical requests.

- Manage your grant application by clicking the “dashboard” icon (i.e. the little house) in the menu at the left side of the screen. The Application Status Page provides information regarding the status of open grant applications. From this page, you can download completed application forms and see the status of an application form you have submitted. If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.

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- The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.



- You may continue working on saved forms by clicking the “Edit Application” option next to the form.
- You may view forms that have been submitted, but note that once submitted you can not edit them.
- You can also see the request’s decision status.
 - The status will be “Undecided” until the site administrator posts a decision.
 - You will receive an email from Chinook Fund indicating the decision once that decision has been made. A Chinook Fund staff member will communicate the grant decision to you before any updates are made to the system.

If your request is approved, you will be assigned a follow-up form to complete 1 year after your application deadline. This form will be completed and submitted just like any other form.

- Follow-ups that are past due will be marked as such.

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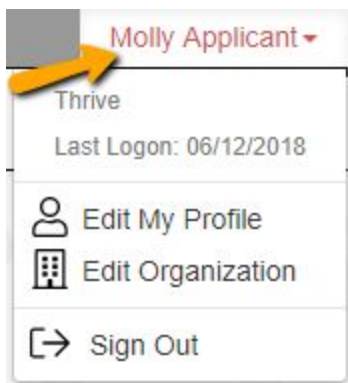
- If the past due message is reflected in orange, you may still submit the form.
- If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 Past Due	Assigned	Edit

Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the type right. This will expand a drop-down menu. If you click “Edit My Profile,” you will be able to update your user information or change your password. Be sure to click save in the bottom right once you’ve finished.



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending “time out”).

If you have any additional questions, please contact Jessica Nelson, Operations and Grants Manager, at jnelson@chinookfund.org or at (720) 279-7652.

Things to Remember - Small Details

1. The character counter includes spaces as well as characters.
2. A user will be automatically logged out of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.

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3. Please remember to regularly save your work. The system will auto save every 20 minutes.
4. You may choose to prepare your response in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
5. It is advisable to download copies of all submitted forms to your computer.
6. If you do not provide an answer for one of the required questions, you will not be able to submit your application.
7. If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
8. Remember to click "Submit Form" when you are finished.
9. Once your application has been submitted it is no longer available for editing. If you need to make a correction to a submitted form, contact Jessica Nelson.
10. If you would like a sample application, please reach out to Jessica Nelson.