

# Grantmaking Guide for Chinook Fund's Applicants

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**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 Alma Urbano, the Grants Manager, at [aurbano@chinookfund.org](mailto:aurbano@chinookfund.org) or at (303)-455-6905.

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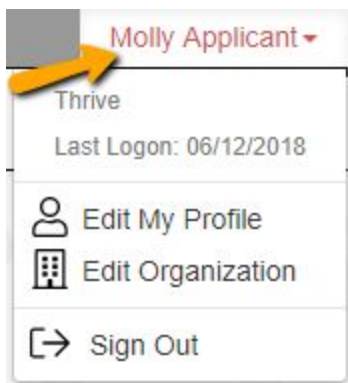
- If the past due message is reflected in orange, you may still submit the form.
- If the past due message is reflected in red, you no longer have the option to submit the form.

### Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 <span>Past Due</span>	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 Alma Urbano, Grants Manager, at [aurbano@chinookfund.org](mailto:aurbano@chinookfund.org) or at (303)-455-6905.

### 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 Alma Urbano.
10. If you would like a sample application, please reach out to Alma Urbano.