

## **Grant Portal – Guiding Tips**

**Browser:** *Google Chrome* is the recommended browser for CFC’s grants management system. While other browsers are compatible with the system, visibility, functionality and performance is optimized in the Chrome browser.

**Registration:** All organizations, including current grantees, previous applicants and new applicants, must go through a registration process to access the system. Please note the registration approval process will be completed within three business days, so consider this as you prepare to submit an application or report. Access the [login page](#), click on “**Create an Account Now**” on the lower right side of the page, to begin the registration process.

**Access Account:** If your organization has completed the registration process, you are ready to use the new system. Access the [login page](#), enter the email address of the existing user, and click “**Reset/create password**” to establish individual credentials in the new grants management system. A link will be sent to the email address to establish a new password. If the email address is not linked to a previously registered account, an email will be sent with instructions to establish a new user account.

**Saving:** When in the portal, save content entered regularly. This is a live system without an auto-save function.

**Edit:** After saving, click “Edit” to revise existing text or enter new information.

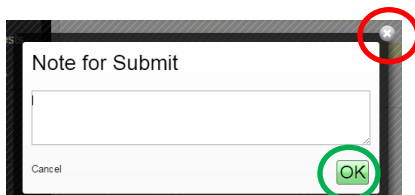
**Refreshing:** As this is a live system, certain content may only appear after a delay, such as updating an application status from pending to submitted. Click the “update available” text, or the Fluxx icon (top left), to refresh the system.

**System Time-Out:** The system times out after **15 minutes of inactivity**. Save early and save often.

**Uploading Documentation:** Please **SAVE** the text information you enter, prior to starting the documentation upload. Upload only one document for each requirement.

**Application Documentation:** As you upload documents, items will move from the **Documentation** section to the **Request Documents**. Prior to submitting the request, ensure all documents are located in the **Request Documents** section.

**Notes:** After you click Submit, a Note box will appear. A note is not required. You must **click OK**, even if text has not been entered. **DO NOT CLOSE THIS BOX BY CLICKING THE “X.”**



**Submitted Application:** Once you submit an application and the grant request is “**under review**,” you will no longer see content under the Proposal Overview section. Contact information and submitted documentation will remain visible.

**Approved/Active Grants:** After a grant is approved, the Denver Foundation will send the grant agreement and payment to the grantee. Acceptance of the grant agreement and terms are assumed once the grant check is deposited into the grantee’s account or the account of their fiscal agent.

**Progress/Final Reports Expenditures:** Expenditures will be reported by downloading the Packard approved budget, adding expenditures-to-date, saving the spreadsheet and uploading to the Documentation section of the Reports form.

**Contact Information Change Process:** The Packard Foundation Fund for Pueblo requests that grantee partners notify us when the organization, executive director and/or primary contact information changes. Please complete the [Contact Change Form](#) and email it to [info@caringforcolorado.org](mailto:info@caringforcolorado.org). We will also ask partners to review contact information when submitting applications and reports.