

## CommunityGrants.org

### Washtenaw Coordinated Funders Human Service Capacity Building

19 Sept 2011

Nonprofit Enterprise at Work

Ann Arbor Area Community Foundation

Office of Community Development

United Way of Washtenaw County

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### Requesting a Login

Start at the CommunityGrants home page, <http://www.communitygrants.org/>. Click the **Login** tab at the top of the screen, and then the **Request a Login** link in the navigation panel on the right-hand side of the screen. You will be directed to a link asking you to **please fill out this form**. Complete the login request form in its entirety.

#### CommunityGrants.org Login Request

##### Agency Information

Community Grants only allows one account per agency. If an account already exists for your organization, an "Agency name is not unique" error message will be received when you attempt to save this login request. If you receive this error, please contact us at [help@communitygrants.org](mailto:help@communitygrants.org) for assistance with gaining access to your organization's account.

\* Agency Name



Agency Short Name



Each organization is issued **one login**, but you can share that login with multiple people at your organization. Also, the email address that you enter on this form will become your CommunityGrants.org user name. One option that works well is to use a generic account, such as [info@youragency.org](mailto:info@youragency.org). This way, even if the current person in charge of using CommunityGrants.org at your organization changes roles, you will be able to easily recover your password by email later.

When you are finished, click Save. Your agency information will be reviewed, and you will receive your login information by email.

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## Resetting Your Password

If you have forgotten your password, click on the **Login** tab at the CommunityGrants.org home page, <http://www.communitygrants.org/>. You can then find the **Password Help** link in the navigation panel on the right. From there, you will be directed to a page where you can reset your CommunityGrants.org password. Enter your CommunityGrants.org account email address. A link will be emailed to you that will allow you to enter a new password for your account.

### Forgotten Your Password?

QuickBase's security model prevents us from disclosing your current password. However, the next few pages will let you change your account's password. Once you've verified the change, you can sign in using the new password.

First, enter below the email address (or screen name) you use to sign into QuickBase.

Enter your email address (or screen name)

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## Logging In

Click the **Login** tab at the CommunityGrants.org home page, <http://www.communitygrants.org/>.

## Login

Username:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Enter"/>

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## Working with Your Agency Profile

To create your first agency profile, click the link [Entering your agency profile](#) at the top of the screen. During subsequent CommunityGrants.org sessions, you can continue working with your agency profile by clicking the Edit button next to your agency in the My Agency Profile section.

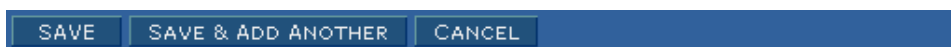
My Agency Profile	
FULL REPORT   EMAIL ▼   PRINT   OTHER ▼	
Agency Name ▲	Agency Exe
<a href="#">EDIT</a> Training Agency	

To attach an **agency budget**, use Excel, Word, or PDF formats. If you need a template, click on the [Instructions to Add Agency Financials](#) link.

Add **board members** by clicking the Add Board Member button. Enter the required information and click Save at the top of the form. Edit board members by viewing them and then switching to Edit mode.

## About Printing and E-mailing

Several forms in CommunityGrants.org, including the agency profile, allow you to Print or Email a copy of the form.



### Agency Profile

[Print Agency Profile](#)

[E-Mail Profile](#)

These buttons will take you to a new screen formatted for either printing or emailing. **Before clicking on the Print or Email buttons, save your form.** The printed or emailed copy will only contain the data from your last save.

## Starting a Grant Application

To begin, click the **Add Grant Application** button next to your agency. On the next screen, select Washtenaw Coordinated Funders - Human Service Capacity Building from the list of funders.

### Funder Selection

Select



**Washtenaw Coordinated Funders - Human Service Capacity Building:** The 2011 grant application deadline is Tuesday, September 27 at midnight.

## Entering Your Grant Application

Many of the fields on the form are **narrative responses** and have character limits. You are welcome to compose your responses directly in the online form. However, it may be easier to compose them in a word processor so you can track your character count as well as save your responses if you temporarily lose your Internet connection.

**If you are using Microsoft Word** to help you compose your responses before pasting them in the application, note that any special formatting will be lost when your responses are converted to the plain text format accepted in the online application. In addition, the word count feature in Word does not count carriage returns in the character limit, though all keystrokes – including carriage returns – are counted in the online form.

In the **Focus Areas** section, you will be asked to specify priority and planning areas. You can choose to include more than one of each focus area. To add information on a relevant focus area to your application, click the appropriate Add button, enter the required information, and click Save. Once a focus area is added, you can always go back by clicking the Edit button next to that area to change or delete the entry.

Add Priority Area		
FULL REPORT		EMAIL ▼
PRINT		OTHER ▼
Results 1 to 1 (out of 1)		
Priority	Description	
NEW! <a href="#">EDIT</a> <a href="#">VIEW</a>	System-level capacity	An initiative that impacts many agencies

To complete the **Program Budget** section, first click on the link in that section to download the template to your computer. After downloading the file, you can click the Close button to return to your grant application. When you have filled out and saved the template, click Browse or Choose File to select your completed budget file. The next time you save your form, the file you specified will be uploaded with your application.

## Download Grant Budget

You can now attach your project / program budget as a spreadsheet, but **it must be in the format specified by the funder**. Click on the funder below to download their budget format to your computer.

[Ann Arbor Area Community Foundation](#)

[James A. and Faith Knight Foundation](#)

[Washtenaw Community Health Organization](#)

[Washtenaw Coordinated Funders - Capacity Building](#)

Click on "Save" and remember where you save it on your computer! After you save it, you can complete the budget and return to your application to attach it.

Close

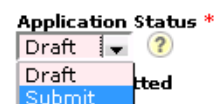
## Saving a Draft

To save your application as a draft and return to it later, click the Save button at the top or bottom of the form. To return to your application from the home screen, scroll down to the AAACF, Knight Foundation, WCHO, and Capacity Building Grant Applications section. Then click Goto next to your application.

AAACF, Knight Foundation, WCHO, and Capacity Building Grant Applications		
FULL REPORT   EMAIL ▼   PRINT   OTHER ▼		
GoTo	Project Name	Funder form - Funder and Fund
<b>Draft</b>		
<a href="#">GoTo</a>	My Awesome Project	Washtenaw Coordinated Funders - Capacity Building

## Submitting Your Application

The final step to submit your application is to **change the status from Draft to Submit**. Choose Submit from the Application Status drop-down menu at the bottom of the form and click Save. Once saved with Submit status, the appropriate funder will be notified of your submission. Also, on the home screen, your application will show Submit in the App Status column.



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## Reporting

If your application is funded, you will return to CommunityGrants.org to report on your progress in implementing the funded program. To begin, go to your grant application and click the **Reports** button at the top of the form.

### Year-End Report

**Do not create a year-end report until the end of the grant year.**

[Year-End Report](#)

To **create a year-end report**, click the Year-End Report button from the Reports screen. Note that you must enter the Person Completing Report field at the bottom of the form before you will be allowed to save your report. When you are finished, change the Status field at the top of the report from Draft to Submit and save your form.

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## Getting Help

If you need help, scroll to the top of the grant application form for contact information. In general, for technical assistance, contact [help@communitygrants.org](mailto:help@communitygrants.org). Other questions or concerns are best addressed by contacting the funder directly.