

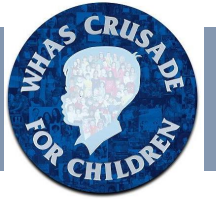
# INSTRUCTIONS FOR GRANTSEEKERS

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APPLICATION PROCESS

2020-2021 FISCAL YEAR

# Helpful Hints



- **Start Early** – the deadline is Thursday, January 9, 2020 at 4:00 p.m. E.S.T. Give yourself time to correct any problems when submitting application. Complications you encounter with online program will not be accepted as a reason to miss the deadline.
- **Organize documents** - before starting application. Required documents are:
  - Audit Report or Board Approved Financial Review (standards explained in Application under tab titled Attachments)
  - IRS Form 990 if the agency is required by federal law to file such a form (Refer to Attachments tab in Application)
  - IRS Determination Letter granting 501(C)(3) status
  - Agency's Board of Directors (names, addresses and person's title)
  - Annual Report, if one is published
  - Letter from your Executive Director and President of agency's board approving the request and agreeing to maintain any items purchased with WHAS Crusade for Children funds. (School systems must have approval from the superintendent and school board president. Universities must have approval from the president and dean of school.)
  - When applicable, a brief summary of the educational background and specialized training of teachers, medical professions and other persons who are involved in direct interventions with children with special needs.
- **Create Word document** - We recommend that grantseekers type all text in a Microsoft Word template before beginning application. We created a template for you to use and have attached the document.

# Accessing an Application

- The WHAS Crusade for Children will send an email containing the link to the application. Follow the link to access the login screen. [https://www.grantrequest.com/SID\\_5919?SA=SNA&FID=35028](https://www.grantrequest.com/SID_5919?SA=SNA&FID=35028)
- Use your E-mail and unique password at this screen.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

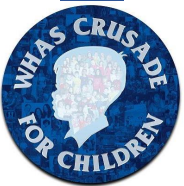
E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

Login

*If* you have a relevant Blackbaud ID, meaning that you’ve used the Blackbaud portal to submit grant applications in the past, log-in to that account. (If you submitted a Grant last year – you have an account.) Some fields may prepopulate for you. Be careful to change fields to reflect your new request.

*If* you don’t have a relevant Blackbaud ID, click **“New Applicant?”** Upon creation, you will receive an email stating **“Your grant application has been created.”** *Note please save this email with log-in and password information so you can access in future years.*



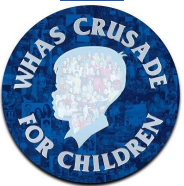
# Important

- To create an application with the WHAS Crusade for Children you will begin by accessing this link (one time only):

[https://www.grantrequest.com/SID\\_5919?SA=SNA&FID=35028](https://www.grantrequest.com/SID_5919?SA=SNA&FID=35028)

- If you save or exit the Application – the next time you enter the system you will use this link:

[https://www.GrantRequest.com/SID\\_5919?SA=AM](https://www.GrantRequest.com/SID_5919?SA=AM)



# Beginning an Application

- After logging in, enter Crusade password:

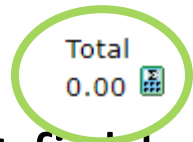
- Enter tax ID number

Note: do not use hyphens or spaces when entering tax ID number.

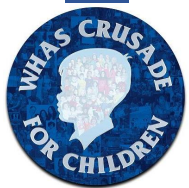
- Read application instructions, and fill out the application.

We recommend that grantseekers type all text in a Microsoft Word template. Please save this document for your records.


- Please note that many number fields have a small **calculator icon** next to them. Clicking on one of the fields will calculate all percent fields in section. Follow instructions in grant. (Don't be alarmed if you accidentally click the calculator icon and the page rolls to the top --- just scroll back down to the next step in your application.)



Total  
0.00



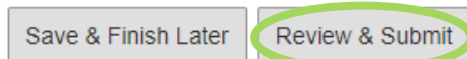
# Saving an Application

- You may save your work periodically and continue at a later date by clicking **“Save & Finish Later”**  at the bottom of the application screen.
- Once you save your application, you will be taken to your “My Application Page.” You may click the saved grant’s **Application Name** to continue working.
- You will also receive an email with subject **“Your Application”** confirming that the Application has been saved. Keep this for your records.




# Submitting an Application

- Upon completion, please click **“Review & Submit”** button. To complete the process **you must** scroll back to the bottom and click on **SUBMIT**.
- If there are any issues with your application (i.e., required documents not attached), you will be required to correct the problems before submitting. Click **“Update”** to save the new information. Once everything is updated, you must scroll to the bottom of the application (page 9) and **“Submit.”**
- You will receive a **“Thank You! Your application has been submitted”** notification. You will also receive an email with subject **“My Application Submission”** confirming your Application was submitted. This email will contain a copy of your grant application.



# Submitting an Application – you will receive this screen if you successfully submit grant.

My Account | Please Sign In | <https://www.grantrequest.com/AccountManager.aspx?sid=5919>



Account: jhickerson@whas11.com | Change E-mail/Password  
Last Log in: 7/18/2019 11:31 AM GMT-04:00 [Contact Us](#) | [Exit](#)

**Thank You! Your application has been submitted.**

[Applications](#) | [Requirements](#)

### Applications

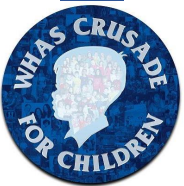
Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you will only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.

Show [In Progress Applications](#) ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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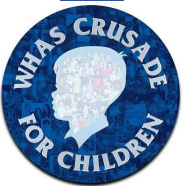
# Accessing Application & Requirement Forms

**IMPORTANT:** The next time you want to log-in to your account click this link: [https://www.GrantRequest.com/SID\\_5919?SA=AM](https://www.GrantRequest.com/SID_5919?SA=AM)

This link will give you access to these forms:

These forms will be posted at a later date and pushed to you in an email.

- Saved Application
- Requirement Forms (Grant Report Forms – Due March 15, 2021 and September 1, 2021)
- Request for Payment (Agency Reimbursement Form)
- Grant Acceptance Form



# What to expect next

- In early February – you will be sent an email with the date and time of your mandatory meeting with our Minister Advisory Panel. You will only be required to attend one meeting for approximately 10 minutes. Meeting dates are scheduled in March and April on a Tuesday or Friday.
- The Crusade will be held on June 6-7, 2020. Amounts received will determine the amounts awarded to agencies.
- In early July, the Board of Directors will approve grant awards and recipient agencies will be notified. Monies for this grant may be spent beginning September 1, 2020 through August 31, 2021.

