

Online Grant Portal Tips

Please note: These tips are specific to the online grant portal.

These **DO NOT** apply to the Part 1 application form. **You cannot edit or save the Part 1 application form.**

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.

Log in Credentials: When Part 1 of the CFC application is open, new applicants enter their organization and contact information in the Part 1 form. If the applicant is selected to move forward to Part 2, CFC will send log in credentials after notification (approximately three weeks after the Part 1 deadline). Applicants not selected to move forward will not receive log in credentials.

Contact Changes: CFC requests that grantee partners notify us when organization, executive director and/or primary contact information changes. Please complete the online [Contact Change Form](#). Changes will be made within **three business days**. We will also ask partners to review contact information when submitting applications and reports.

If you've previously registered your organization, you **do not** need to register again. If you have previously registered and you need to add/remove access for a new or previous employee or update contact/organization information, use the online [Contact Change Form](#).

Access Account: If your contacts have received log in credentials, you are ready to use the system. Access the [login page](#) and enter the log in credentials you were provided via email to access the grants management system. **Please note** – If you enter an incorrect username or password more than three times, you may “lock” your account for up to an hour. You will need to wait 30-60 minutes before trying again. If you need to reset your password, please use the password reset link on the login page or contact us at grants@caringforcolorado.org.

Saving: When in the portal, save content entered regularly. This is a live system – do not rely on the auto-save function.

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

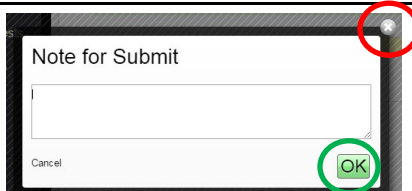
Refreshing: As this is a live system, certain content may only appear after a delay, such as updating an application status from "pending" to "submitted." Click the “update available” text, or the Fluxx icon (top left), to refresh the system.

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, before 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**. Before submitting the request, ensure all documents are 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: After you apply 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 executed grant agreement, will be added to the Request Documentation section of the active grant. You can view the grant summary and budget within the approved grant form.

Reports and Expenditures: Expenditures will be reported online using the Grantee Budget, entering the information in the online form, adding expenditures-to-date, and submitting it online.