



## Online Application Instructions & Tips

Please review and keep the following instructions to access the Foundation's online application system. If you have any questions, please contact **Diane Grossman** at 612-871-9210 or [dgrossman@sheltering-arms.org](mailto:dgrossman@sheltering-arms.org).

### RETURNING Users

- If your organization has created an account in the past, login with the ID (email address) and Password used at that time.
- If you don't remember your password, click on the "forgot password" link at the bottom of the page and an email will be sent with information on how to update your password. Note: This email will be sent to the email address that is used as your account ID.
- If you don't remember your organization's login ID or you need to have it changed, please contact us at [grants@sheltering-arms.org](mailto:grants@sheltering-arms.org) or by calling Diane Grossman at 612-871-9210.

The Sheltering Arms Foundation

Contact Us | Log out

**Please Sign In**

Welcome to your Account Login page for The Sheltering Arms Foundation.

**Helpful Tips:**

- To create an account, select New Applicant?
- Make sure any staff working on applications or reports have access to this email address and password
- It is recommended that you create only one account per organization
- Cookies must be enabled on your internet browser
- Passwords should contain between 5-25 characters and 1 number
- Please add mail@grantapplication.com and grants@sheltering-arms.org to your address book to ensure you receive our automated emails

**New Applicant:**

- Enter your email address
- Select New Applicant?
- Complete requested information
- Click the "Continue" button

**Returning Applicant:**

- Enter your email address
- Enter your password
- Click the "Login" button

E-mail  Password

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

### NEW Users

- You will begin the application process by clicking on a link to an application.
- Once you click on the link, you will be brought to the Account Log in page.
- Click on "New Applicant" link.
- You will be taken to the Account Creation Page and asked to create an email address and password to use as your ID to access the online application.
- We only allow one account per organization so please make sure to share this information with everyone who needs access to your online application. Applications can be accessed only via the account in which they were started.
- Keep a record of your Account Log-in ID and Password as this is the same log-in information that will be used for all future applications and reporting to The Sheltering Arms Foundation.

## Eligibility Quiz

After signing in or creating your account, you will be brought to an eligibility quiz. If you are eligible to apply for funding, you will be directed to the application.

## Begin Working on Your Application

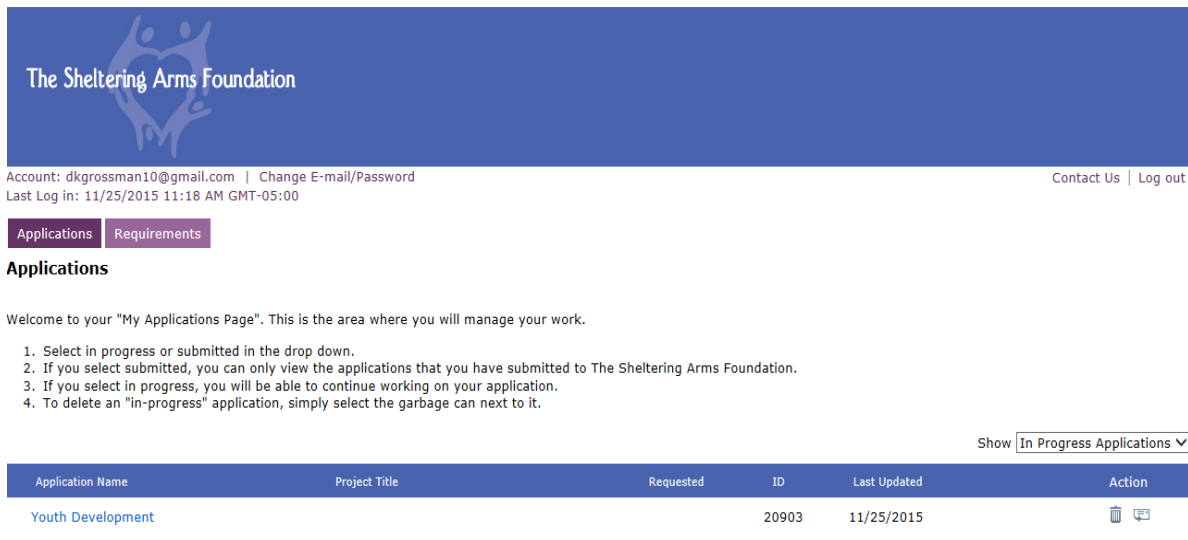
**Tip:** If your computer has been idle for more than 30 minutes while you are in the process of completing your application, the application will time out and you will lose your information. Remember to click on the SAVE AND FINISH LATER button on the bottom of the page if you need to leave your work area for an extended period of time.

**Please note** that the application does not auto save as you go. It is highly recommended to click on the Save and Finish Later button at the bottom of each page. You are then brought to your My Account Page and can click on the in-progress application to continue working.

- At the bottom of any page you can save your work to continue the application at a later time by clicking the button labeled SAVE AND FINISH LATER.
- You will be brought to your “My Account Page” where you will see the name of the application and the date it was last updated.
- To exit the application, click “log out” on the top right corner of the screen.

## Retrieving a Saved Application –

To access an in-progress application, use the confirmation email that contained a URL to access your account. Your password should also be in the email. If you have that email you can click on the link and you will be brought directly to your account page. OR you can visit the “Returning Applicant” page of our website under *Grantmaking – How to Apply*. After logging in, you will be brought to the “My Account” page where you can manage your in-progress application. To complete your application, be sure you are on the Applications Tab. It should look like this:



The screenshot shows the user interface for The Sheltering Arms Foundation. At the top, there is a blue header with the organization's logo and name. Below the header, there is a navigation bar with two tabs: "Applications" (selected) and "Requirements". A red arrow points to the "Applications" tab. Below the navigation bar, there is a section titled "Applications" with a welcome message and a list of instructions. At the bottom, there is a table with columns for Application Name, Project Title, Requested, ID, Last Updated, and Action. The table contains one row with the application name "Youth Development", ID "20903", and Last Updated "11/25/2015".

Account: dkgrossman10@gmail.com | Change E-mail/Password  
Last Log in: 11/25/2015 11:18 AM GMT-05:00

Contact Us | Log out



Applications Requirements

### Applications

Welcome to your "My Applications 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 can only view the applications that you have submitted to The Sheltering Arms Foundation.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an "in-progress" application, simply select the garbage can next to it.

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
Youth Development			20903	11/25/2015	 

Make sure the drop down box on the right is set to in-progress applications. You will see your application listed below the "Application Name". Click on the application you would like to edit. That page should look something like this:

The Sheltering Arms Foundation

Account: dkgrossman10@gmail.com | Change E-mail/Password  
Last Log in: 11/25/2015 11:18 AM GMT-05:00

Contact Us | Log out



Applications Requirements

### Applications

Welcome to your "My Applications 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 can only view the applications that you have submitted to The Sheltering Arms Foundation.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an "in-progress" application, simply select the garbage can next to it.

Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
Youth Development			20903	11/25/2015	 

Note: If you see multiple instances of the same application, you probably initiated a new one when there was an application already in progress. To delete an application, click on the garbage can located under the "action" column.

## Preview Your Application Before Submission

- When you have completed your application, click the Preview Before Submission button at the bottom of the page. You will be able to review your application before submitting it to the Foundation.
- Remember to upload your attachments before submitting your application!
- When you hit the Submit button - the application is final and can no longer be edited.
- You will receive an email to confirm that your application was submitted successfully.

## Preparing your Budget Document

- **Please review the recommended budget format on our website (Grantmaking/HowToApply).** Please provide the full program budget, along with the expansion piece of that program for which you are requesting from Sheltering Arms (if appropriate), along with how Sheltering Arms funds would be allocated. **Example:** You have a STEM after-school program and wish to add an additional day of ARTS programming. You would provide the Full STEM budget, the expansion piece of adding the ARTS programming budget and the SAF allocation.
- If this is for a new program that has never been implemented by your organization, you cannot omit the expansion piece column.
- When attaching your budget document, please make sure you are submitting the program budget for the appropriate grant time period (July 2016 – June 2017) not your current program budget.

## Tips:

- Be sure cookies are enabled on your internet browser.
- Browser requirements are: Internet Explorer 9, 10 or 11; Mozilla Firefox for PC and MAC; Google Chrome; and Safari for PC and MAC
- Please remember to keep a record of your account log-in Email & Password – this Email and Password will be used for all future requests and reporting to Sheltering Arms Foundation.
- Add the following email addresses to your address book to ensure that you receive our automated emails from The Sheltering Arms Foundation: [grants@sheltering-arms.org](mailto:grants@sheltering-arms.org), [dgrossman@sheltering-arms.org](mailto:dgrossman@sheltering-arms.org).

## Forgot your Password?

- On the “Log-In” page, click on “Forgot Password”
- Enter the original email address created for the SAF application process
- Click on “send Password”
- Password will be sent to that email address

## Button/Link Descriptions:

*My Account Page* – This is where you will manager your in-progress and submitted application and reports. Please remember to keep a record of the URL to the My Account Page. This URL will be sent to you via email after you have created your account for the first time.

*Save & Finish Later* – At the bottom of any page of the application, you can click “Save and Finish Later”. By selecting this button, it will save the data entered to date and you will be able to return to complete your application. Note: the application does not auto save.

*Preview Before Submission* – Fields from all pages of the application are listed on one page. You may change the data in any field.

*Printer-Friendly Version* – Allows organizations to print the application including all questions and answers in the order they appear on the application form.

*Submit* – Do not click on the “Submit” button until you are completely done with your application and have uploaded the required attachments! You will not be able to retrieve or edit your application once you have submitted it.

If you have any questions about our online grant application system or experience issues, please contact Diane Grossman at 612-871-9210, [dgrossman@sheltering-arms.org](mailto:dgrossman@sheltering-arms.org)