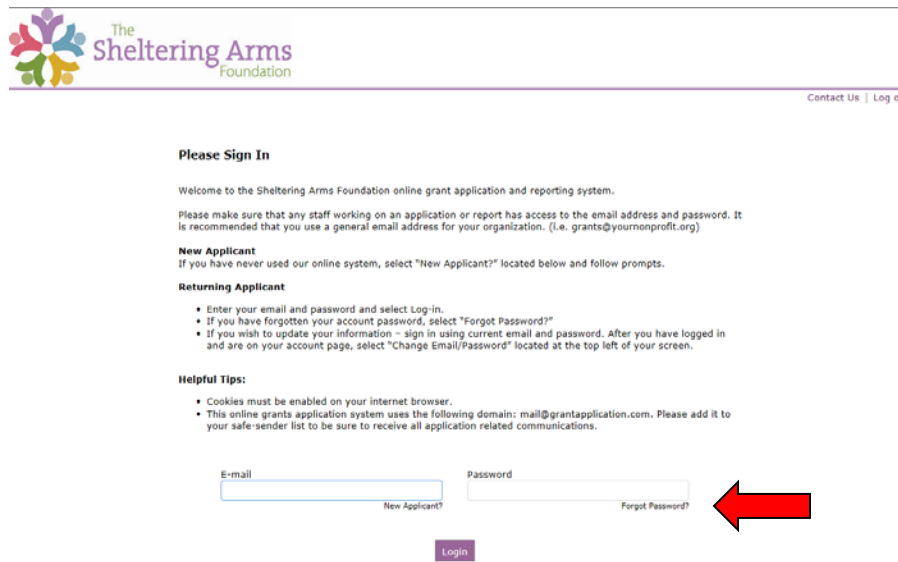


1. Access the Account Log-in Page using the “Grantee Account Login” link on our website in the upper right corner. (See above) <https://sheltering-arms.org/>

- Sign in using your account ID (email address) and Password.
- 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. (See Red arrow below).
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 or by calling Diane Grossman at 612-871-9210.

The “My Account” page looks like this:



Please Sign In

Welcome to the Sheltering Arms Foundation online grant application and reporting system.

Please make sure that any staff working on an application or report has access to the email address and password. It is recommended that you use a general email address for your organization. (i.e. grants@yournonprofit.org)

New Applicant
If you have never used our online system, select "New Applicant?" located below and follow prompts.

Returning Applicant

- Enter your email and password and select Log-in.
- If you have forgotten your account password, select "Forgot Password?"
- If you wish to update your information – sign in using current email and password. After you have logged in and are on your account page, select "Change Email/Password" located at the top left of your screen.

Helpful Tips:

- Cookies must be enabled on your internet browser.
- This online grants application system uses the following domain: mail@grantapplication.com. Please add it to your safe-sender list to be sure to receive all application related communications.

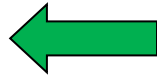
E-mail Password

New Applicant? Forgot Password?

Login

Applications

Requirements



Requirements

Welcome to your "My Requirement Page". This is the area where you will manage your report requirements.

1. Select IN-Progress or Submitted in the drop down located on the right side
2. If you select submitted, you can only view the reports that you have submitted to The Sheltering Arms Foundation.
3. If you select IN-Progress, you will be able to continue working on your report.

Show

Form Name	Project Title	Type	ID	Due	Updated	Action
Direct Service Final Report	Early Childhood & After-school Program	Final Report	26624	9/1/2020	7/18/2019	

2. Go to the Tabs on the upper left side and click on the "Requirements" tab.
3. Once you hit the Requirements Tab a report link should auto fill in the box. Click on the appropriate report form.
4. Once you click on the report form, you can begin completing the online report.
5. Complete the Report Form.
 - You can navigate between pages by clicking "next" at the bottom of each screen.
 - If you are unable to complete the entire report, you have the option of saving your work and completing the report at a later time.
 - Be sure to not idle as you fill out the report. The report will time out and may cause you to lose your information.

Save & Finish Later

- At the bottom of each page is a button "Save & Finish Later", click on the button.
- You will be brought to your "My Account Page" where you will see the name of the report and the date it was last updated.
- To log-out of your account page, click "log-out" in the upper right corner.

Retrieving a Saved Report –

To access an in-progress report you will need to access your account page. You can do this by signing into the grantee login on the home page of our website at <https://sheltering-arms.org/>.


After logging in, you will be brought to the "My Account" page where you can manage your in-progress report. To complete the report, click on the Requirements Tab and then be sure the drop-down box on the right is set to In Progress Requirements. You will see your report listed below the "Form Name". Click on the report you would like to edit. That page should look something like this:

Applications Requirements

Requirements

Welcome to your "My Requirement Page". This is the area where you will manage your report requirements.

1. Select IN-Progress or Submitted in the drop down located on the right side
2. If you select submitted, you can only view the reports that you have submitted to The Sheltering Arms Foundation.
3. If you select IN-Progress, you will be able to continue working on your report.

 Show

Form Name	Project Title	Type	ID	Due	Updated	Action
Direct Service Final Report	Early Childhood & After-school Program	Final Report	26624	9/1/2020	7/18/2019	

When you are completed with your report

- If you want a copy of the report, click on "Printer-Friendly Version" in the upper right corner. You will also receive a submission acknowledgement email that will include the contents of your report.
- Review the report to make sure you haven't forgotten anything. To submit your report, click "Review & Submit". If you omitted any required information, you will be notified at this time.
- Click on the "Submit" button. The report will be sent automatically to Sheltering Arms.

If you have any questions about our online grant application system or experience issues, please contact Diane Grossman at 612-871-9210, dkgrossman@sheltering-arms.org