Grants Portal Guide

How to apply for a grant and manage your grant
Go to our Website: [www.caring4denver.org](http://www.caring4denver.org)

Click on “GRANTS” and read the “How to apply” section. The link to the grantee portal is under this section.

You can also access the grants portal directly by clicking the purple button located in the upper left of any page on our website.
Eligibility Quiz

Are you eligible? Find out by completing the eligibility quiz.

Once you have answered all three questions, click the submit button here.
Enter your organization’s information here.

Enter you EIN here and select search. This will auto-populate some fields on this form.

Please review the information that auto-populates and make changes as needed.
Enter your contact information here. There is space for additional contacts too.

Enter the Executive Director’s contact information even if it is the same as the main contact information under ‘Your Contact Info.”

Submit your registration request here. You will receive an email with your log-in information once your registration is approved (within 48 hours).
From this portal, you can . . .
- Submit an application for funding
- Track the status of your application
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

**HOW TO USE THE PORTAL**

The icons on the left-hand side are called “cards”. When you click on the link beneath each card, you are access the following:

**ORGANIZATIONS and PEOPLE**
- Organizations
  - View and edit information about the organization(s) with which you are associated.
- People
  - View and edit information about you.

**REQUESTS**
- Pending Requests
  - Draft or in-progress applications can be found here
- Request to Edit
  - If you have been invited by staff to submit a proposal, the application is available via this link. If the staff have any questions about your proposal revision, you will receive an email alert to login. You can find the proposal here, available for editing.
- Submitted Requests
  - Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

**GRANTS**
- Active
  - After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
  - When the grant is complete and all payment made and report approved, you can find the closed grants here.
Information, Organizations, People and Requests

Click “Start Application” to see open Call for Proposals.

Review your organization information for accuracy. Email info@caring4denver.org with any updates.

Click “Pending Requests” to edit your saved work.

Click the arrow for a drop-down menu if you are associated with more than one grantee organization.

Review contact information for staff of your organization. Email info@caring4denver.org with any updates.
Active Grants

First Click “Active” to view your grants. Your grants will be listed in the middle column. Then click the grant you want to review.

From the Table of Contents, click on the title of the section you want to go to see the details of your proposal and related grant documents.

You can also scroll to the section and click on the arrows to expand and see the details or collapse to hide the details.
Upload Documents

Click on the arrow to expand the documents section.

Required Documents will be listed here. Click on the green + to upload the required document.

Once uploaded, the files are stored in the Request Documents section below:
- Line-Item Budget
- Current Annual Operating Budget

Your uploaded documents will be listed here.

Click on the green + to load other supporting documents for your request or grant at any time.
Submit Reports

First click Reports Due.

If you are reporting on contingencies, click on the Contingencies Report (all other reports, click on Reports Due).

Select which report you want to work on.
Submit Reports

Use the “edit” button to respond to the report questions.

Use the “submit” button to turn in your report.

Use the green + to add required and other supporting documents.

Download our grant financial report template (link located within the report form).
Payments and Amendments

Click here to see your scheduled payments.

Please note for future payments that any contingencies or reporting requirements must be met before payment is released.

Select the payment to see any details.

Click here to see any amendments to your grant.

Select the amendment to see the details.
More Questions?

• For general questions – info@caring4denver.org
• Grants Director – leah@caring4denver.org
• Website – www.caring4denver.org
• Social Media – www.Facebook.com/caring4denver
Thank you!