



# 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.

# Log-In



## Grants Portal

Login Now:

[Reset or create password](#)

Forgot your password?  
Click here.

New Users,  
Create an account here!

### Welcome to Caring for Denver Foundation's Grants Portal!

Please visit our [website](#) to read more about current funding opportunities and deadlines, eligibility, and the process.

**Been here before?** Sign in to the left.

#### New here?

The first step is to create your organizational profile and introduce yourself. Please click on the "Create an account now" button below to start. You will not be able to make edits after submission, so please ensure you have entered accurate information (especially your email address).

You will then receive an email notification with login information, which will give you access to the portal and our application.

Should your application be funded, this portal will give you access to our reporting templates and past applications.



# Eligibility Quiz

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

## Eligibility Quiz

Is your organization one of the following types? Designated by the IRS as tax-exempt under section 501(c)(3); Designated as tax-exempt under other sections of the IRS tax code; Fiscally sponsored by a 501(c)(3) nonprofit entity; An Indian or Native American entity; Government-supported entity, including schools, museums or libraries; City and County of Denver agency

Will your proposed program or activities serve only Denver residents, OR are you only requesting Caring for Denver Foundation funds to support the portion of a program or activities that will serve only Denver residents?

Is your grant request for any of the following categories? Endowments; Annual appeals, membership drives or underwriting; Partisan causes, including political campaigns; Fellowships or scholarships; Debt reduction; Religious Purposes

Cancel

Submit

Once you have answered all three questions, click the submit button here.

# Organization Information

## Caring for Denver Foundation Grants Portal Registration Form

### Organization Info

Input your organization's Employer Identification Number (EIN), and then select **Search**. This will auto-populate some fields on this form.

#### GuideStar Profile Lookup

Search

#### Organization Name

#### Doing Business As

#### What type of organization are you?

#### Address 1

#### Address 2

#### City

#### Country

#### State/Province

#### Postal Code (Zip)

#### Organization E-mail

#### Organization Phone

#### Employer Identification Number (EIN)

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.

# Contact Information

Enter your contact information here. There is space for additional contacts too.

Your Contact Info

First Name

Last Name

Office Phone

Office Phone Extension

E-mail

Additional Organization Contact Info

Executive Director/CEO/President Name

Executive Director/CEO/President E-mail

Executive Director/CEO/President Title

Executive Director/CEO/President Office Phone Number

Secondary Contact Name

Secondary Contact E-mail

Secondary Contact Title

Secondary Contact Office Phone Number

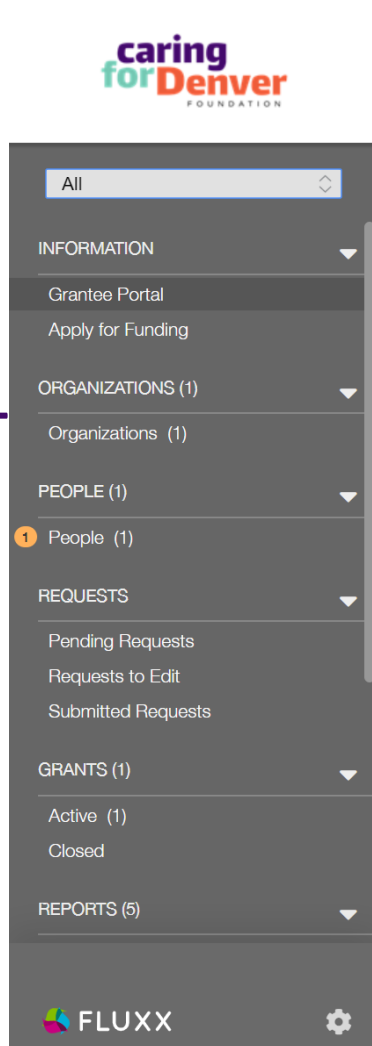
Enter the Executive Director's contact information even if it is the same as the main contact information under 'Your Contact Info.'

Submit your registration request here. You will receive an email with your log-in information once your registration is approved (within 48 hours).

# Welcome Page

## SIX MAIN SECTIONS

Click and explore.



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

Scroll down to read what's in each section.

### 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

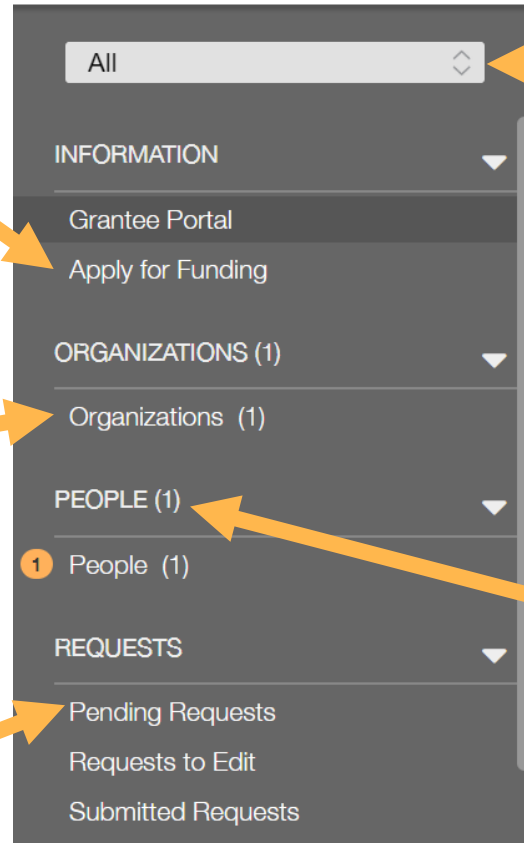
- Active  
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed  
When the grant is complete and all payment made and report approve, you can find the closed grants here.

# Information, Organizations, People and Requests

Click "Start Application" to see open Call for Proposals.

Review your organization information for accuracy. Email [info@caring4denver.org](mailto: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.

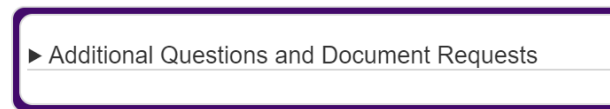
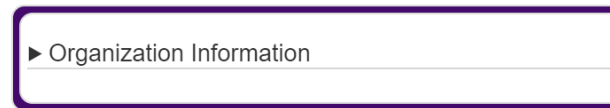
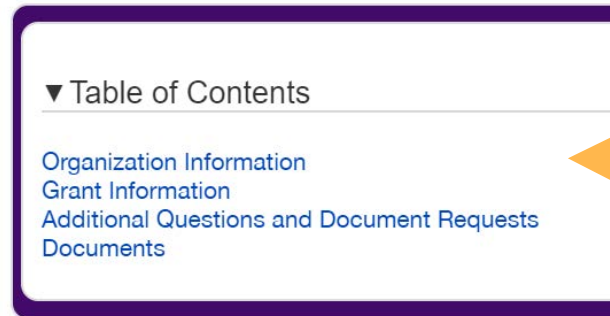
Review contact information for staff of your organization. Email [info@caring4denver.org](mailto:info@caring4denver.org) with any updates.



# 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.

▼ Documents

## REQUESTED DOCUMENTS

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



REQUEST DOCUMENTS		📄	📄	+					
Grant Agreement.docx	<b>Signed Grant Agreement</b>	📄	📄	📄	📄	📄	📄	📄	📄
Added by Timothy Cortez at 10:33 AM on April 2, 2020									
YTD_Operating_Budget.pdf	<b>Current Annual Operating Budget</b>	📄	📄	📄	📄	📄	📄	📄	📄
Added by Timothy Cortez at 7:57 AM on March 26, 2020									
Project_Budget_BGCMD.pdf	<b>Line-Item Budget</b>	📄	📄	📄	📄	📄	📄	📄	📄
Added by Timothy Cortez at 7:57 AM on March 26, 2020									
YTD_Operating_Budget.pdf	<b>Audited Financial Statements or Financial Review</b>	📄	📄	📄	📄	📄	📄	📄	📄
Added by Timothy Cortez at 7:57 AM on March 26, 2020									

Your uploaded documents will be listed here.

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

REQUEST DOCUMENTS		📄	📄	+

# 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.


REPORTS (7)

- Reports Due (2)
- Reports to Edit
- Submitted Reports (4)
- Contingencies Report (1)

Search...

- School for Future Leaders TEST**  
Grant ID: G-202003-00020  
Due: June 1, 2023 | Type: Grant Report  
Report ID: 15  
Status: New / Pending Submission
- School for Future Leaders TEST**  
Grant ID: G-202003-00020  
Due: June 1, 2022 | Type: Grant Report  
Report ID: 14  
Status: New / Pending Submission

# Submit Reports

[Edit](#) 

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## Report Overview

Thank you for all you have done to help Denver improve its response to substance misuse and/or mental health needs. This report is designed for both reflection and forward thinking, and we hope you find it useful in telling your own story of accomplishments, opportunities for learning, change, and next steps. We request written reports at least once a year, and at the end of your grant period. Your program officer will be checking in with you between reports. If you are expected to submit any additional reports, this will be specified in the Special Provisions of your Grant Agreement.

The information you provide below is confidential and will only be available to project staff within the Foundation. Some of the information you provide may be combined with information from other grantees for general sharing to external audiences. In these cases, all organizations will remain anonymous and no specific information or quotes will be used without us first contacting you and getting your permission.

If you need to report on the status of a Contingency on your Grant Agreement, please submit a Contingencies Report (found on the left side of the grants portal). If you are reporting on Special Provisions on your Grant Agreement, please address them in this report.

If you have any questions or need any help with this report, please contact our Director of Grants at [leah@caring4denver.org](mailto:leah@caring4denver.org) or (720)647-6375.

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### 1. Milestones and Outcomes

Milestones from Grant Request:

**Report Milestones:**

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### 2. Learning and Adaptation

**Learning and Adaptation:**

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### 3. Systems Change (barriers/facilitators)

[Submit](#)

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▼ Documents

Report Attachments	<a href="#">+</a>
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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.

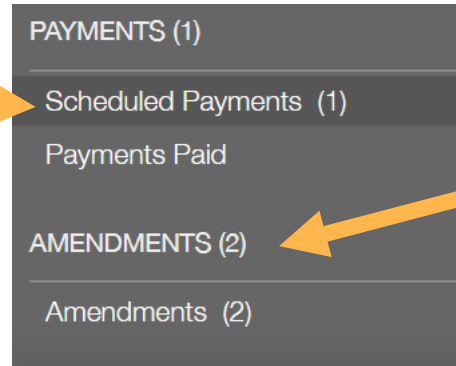
Download our grant financial report template (link located within the report form).

# 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.



PAYMENTS (1)

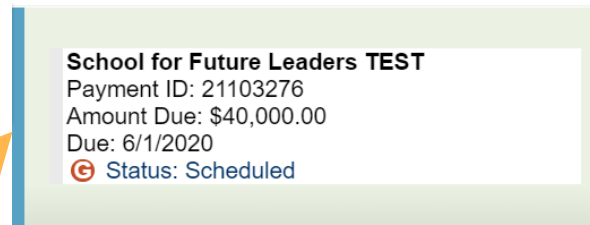
- Scheduled Payments (1)
- Payments Paid

AMENDMENTS (2)

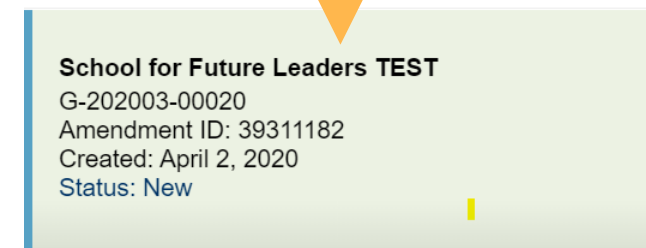
- Amendments (2)

Click here to see any amendments to your grant.

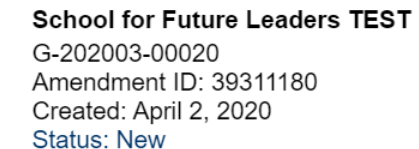
Select the amendment to see the details.



**School for Future Leaders TEST**  
Payment ID: 21103276  
Amount Due: \$40,000.00  
Due: 6/1/2020  
🕒 Status: Scheduled



**School for Future Leaders TEST**  
G-202003-00020  
Amendment ID: 39311182  
Created: April 2, 2020  
Status: New



**School for Future Leaders TEST**  
G-202003-00020  
Amendment ID: 39311180  
Created: April 2, 2020  
Status: New

# More Questions?

- For general questions – [info@caring4denver.org](mailto:info@caring4denver.org)
- Grants Director – [leah@caring4denver.org](mailto:leah@caring4denver.org)
- Website – [www.caring4denver.org](http://www.caring4denver.org)
- Social Media – [www.Facebook.com/caring4denver](http://www.Facebook.com/caring4denver)



**Thank you!**