

Grantee Portal User Instructions

Table of Contents

- [Registration](#)
- [Organization Admin Role and Instructions](#)
- [External Grant Writers](#)
- [To Find Grant Applications](#)
- [Application FAQs](#)

Registration

1. Access the portal directly at <http://grants.mnpartners.org/>
2. Select “Register” on the Welcome page and fill out the requested information

Organization Admins: This feature allows nonprofits to approve and manage all users who can apply on the organization’s behalf. **A nonprofit must designate at least one Organization Admin.** We recommend that:

- The first person from your organization should register as an Organization Admin (this can be changed later).
- Organization Admin should be staff members, not external grant writers.
- We recommend that your organization designate more than one Organization Admin.

3. Once you are successfully logged in, you will see the screen below if you are the Organization Admin; if you’re not an administrator you will only see the “Grant Applicant” tab. **NOTE: For new organizations (or organizations that are not active in our database) you will NOT be able to access applications until your organization has been approved by the Foundation.** After registering, please send an email to grantsadmin@mnpartners.org with 1) the name of the registrant, 2) organization’s name, 3) tax ID and 4) fiscal sponsor information if your organization does not have tax-exempt status.

Grants Web Portal
Organization Admin Grants Web Portal
Grant Applicant

Welcome Ashlee of The Saint Paul Foundation [LOG OFF](#) [My Profile](#)

Welcome Grant Applicant

Use the [Grant Applicant](#) menu above to get started.

Organization Admin Roles and Instructions

Organization Admins will receive an automated email from grantsadmin@mnpartners.org when new users register on behalf of your organization. **Please add this email address to your Safe Senders List.**

Organization Admins can:

- Set new and existing users' access permissions for creating, editing and submitting applications
- See the full list of all users registered on behalf of your organization
- Makes changes as needed, including removing users

To authorize or edit Application Access for users associated with your organization, follow these steps:

1. Log on to the online application portal using your credentials
2. Hover over the "Organization Admin" tab and select "Manage Members" to see all users
3. Adjust the "Application Access" for individual users as needed. **The default setting for new users is "Mine."** Changing the selection defines what a user can do with applications.
 - View – Allows user to view all applications
 - Edit – Allows user to make changes to all unsubmitted applications
 - Submit – Allows user to create, make changes and submit all unsubmitted applications
 - Admin – Allows user to manage users, create, change, submit, delete all unsubmitted applications
 - Mine – Allows user to make changes, submit, and delete only their own applications

Note: Clicking the box to the left of the user's name will remove their association with your organization

4. Click "Save Access Changes and Remove Selected Members"

External Grant Writers

If you are a grant writer who requires access to multiple organizations, you will need to:

1. Register with any one organization
2. Log on to the online application portal using your credentials
3. Click on "My Profile"
4. Click "Add an Organization" and search for your organization
5. Highlight the organization
6. Click "Save Profile"
7. To apply for grants under this organization, you can:
 - a. Select the organization on "My Profile" and click "Switch to Selected Organization"
 - b. Log out and log back in, selecting your desired organization

Note: If you do not see any grant programs listed under Grant Applicant/Available Grants or get a message about not having access, contact the your Organization Admin to set your Application Access permissions.

To Find Grant Applications

Hover over the “Grant Applicant” tab and you’ll see Available Grants, My Saved Applications, and My Awards. Select “Available Grants” to see programs currently accepting applications.

Note: If you do not see any grant programs listed or get a message about not having access, contact your Organization Admin to set your Application Access permissions.

Application FAQs

Can I access prior application/grant information on the Grantee Portal?

No. Information about past grants and/or grants that are currently open cannot be transferred into the new Grantee Portal.

Which web browser should I use when accessing the portal?

Use Internet Explorer for the best user experience. At this time, we do not provide support for any other web browsers.

How can I see the application before I get started? How can I print my application?

Once logged in, select the application you want to see/print. At the top of the page, click the link “Printer Friendly Version.” Please note: This is a pop up window, if you have a pop up blocker you will need to disable it in order to proceed. Select “Print” and a read only version of the application will open. Select “Print” to print the application.

Please note: You must submit your application online. Do not mail the paper application.

How can I continue working on an application I already started?

Under ‘Saved Applications,’ on the Welcome Page, look for the application you wish to continue. Click the application name to pull up the application you wish to continue.

Can I cut and paste from a word processing document?

Yes, cutting and pasting is fast and easy. When cutting and pasting into a field, hit the space bar once after pasting so that the system can properly count the number of characters pasted into the field.

Will the application retain the formatting from my word processing document?

The system removes all formatting from your pasted text. Saving your documents in RTF or txt before you paste will require less clean-up in your proposal.

What if there isn’t enough room in the space provided for the information?

We have provided appropriate space for each response; do not feel compelled to write more than necessary just to use all of the characters allowed. Please note that if you exceed the word limit, the system will highlight the text box in red and you will not be able to submit the application until the overage is removed. You should shorten the text to less than or equal to the word limit.

How can I move between sections of the application without completing all required fields first?

Clicking the tabs located at the top of each page will allow you to jump to different sections of the application and it will also save the data you have entered in the current section.

How do I upload a file?

Single click on the 'Upload File' link. Please note: This is a pop up window, if you have a pop up blocker you will need to disable it in order to proceed. Click the "Browse" button in the File Upload window in order to select the desired file from its location on your computer.

How do I delete an uploaded file?

Click the 'Delete File' link located next to the uploaded file. On the screen that comes up, choose delete. Click "Done" on the next screen.

How do I submit my application once I am done?

Please review your application and confirm that you have completed all the required fields. Save your application. In order to submit your application, go to the last page of the application and click "Submit." Once submitted you can no longer make any changes.

How can I delete an application I no longer need?

An application can only be deleted if you have not submitted it. Under "Grant Applicant" select "My Saved Applications". Click the "Delete" button under the application you wish to delete. Confirm the deletion on the following window.

How will I know if you received my application?

Once you have successfully submitted your application, a message will appear on the page that says, "Thank you for submitting your application to [Name] Foundation. Please use the Grantee Portal to check on the status of your application." You should also receive an email with the exact same message. You will also see the submitted application listed under 'Saved Applications' on your Welcome Page.

If you have additional questions or need assistance please email grantsadmin@mnpartners.org.