

Welcome!

The webinar will begin in several minutes.
Your presenters today are:



Denise Canning

Director of Grant Operations
The Community Foundation
for Greater New Haven



Logan Roddy

Grants Manager
The Community Foundation
for Greater New Haven

Online Grants Application Portal Transition: Downloading Your Application and Grant Requirement (Report) History

Tuesday, July 15, 2025 from 9:00 a.m. to 10:00 a.m.

Monday, Aug. 4, 2025 from 4:00 p.m. to 5:00 p.m.

in partnership with

VALLEY COMMUNITY



FOUNDATION

Having trouble hearing us?

If you are having trouble with the audio portion of the webinar, you can phone-in instead of using the speakers on your computer.



Dial: 1-309 205 3325

Webinar ID: 837 6003 7078

Online Grants Application Portal Transition



- Our current grant management software, Blackbaud Grantmaking, is transitioning to a new application/grantee online portal by the end of August, 2025.
- The new portal will provide a more updated experience when applying for a grant or reporting on a grant.
- Transition impacts your organization since it has submitted applications online.
- In order to prepare for the system transition, grantmaking opportunities will cease for the last two weeks of July, 2025.

Application and Grant Requirement (Report) History

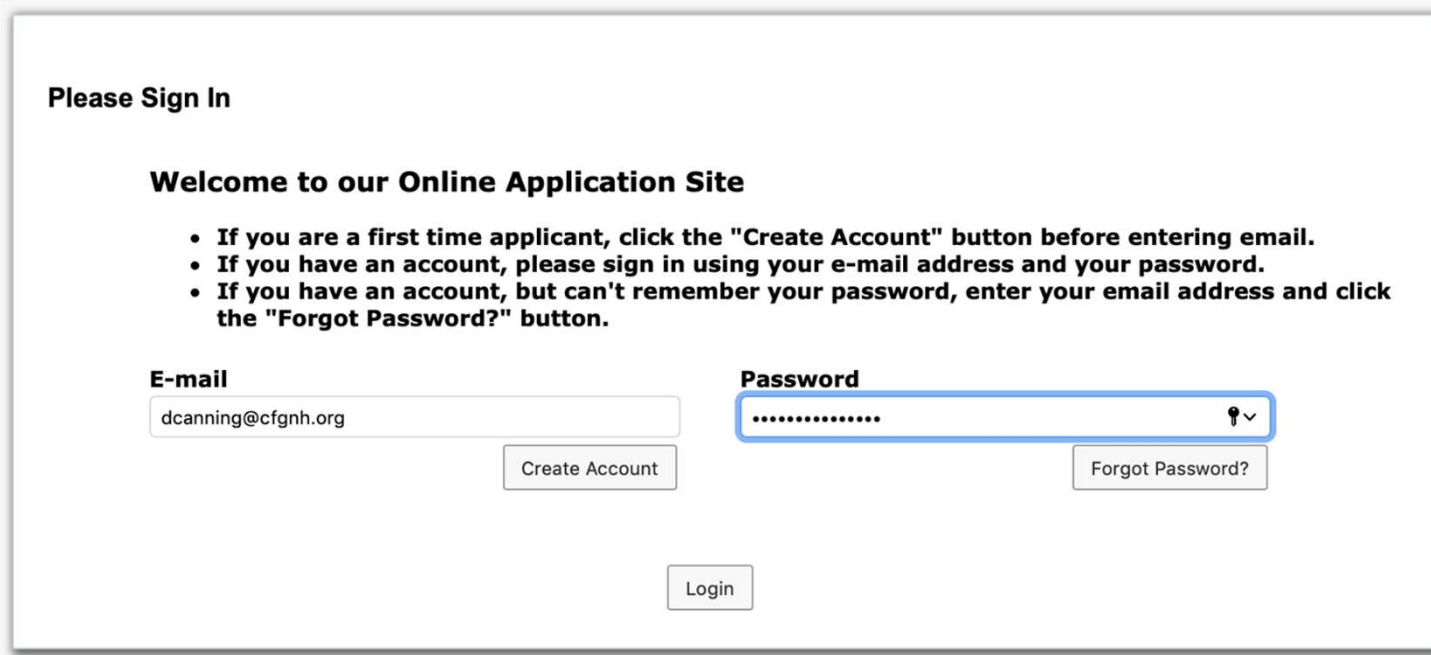
- If your organization submitted any online Applications and/or Grant Requirements (Reports) in the past, all your submitted Applications and/or Requirements (Reports) have been saved on your account.
- If you would like to retrieve your applications for your records, **YOU MUST DO SO BY FRIDAY, August 15, 2025, at 5:00 p.m.**
- After our transition to the new portal, your current login information (email and password) and this historical information **will no longer be available.**



Downloading Instructions

Step 1: Log in to your account

<https://us.grantrequest.com/accountmanager.aspx?SA=AM&sid=6077>



Please Sign In

Welcome to our Online Application Site

- If you are a first time applicant, click the "Create Account" button before entering email.
- If you have an account, please sign in using your e-mail address and your password.
- If you have an account, but can't remember your password, enter your email address and click the "Forgot Password?" button.

E-mail

Password

Downloading Instructions - Applications

Step 2: On the landing page of your account, click the “Applications” tab and “Submitted Applications” in the drop-down menu in the right-hand corner



The screenshot shows the user interface of The COMMUNITY Foundation for Greater New Haven. At the top, there is a header with the organization's name and logo. Below the header, a navigation bar contains two tabs: "Applications" and "Requirements". The "Applications" tab is selected and highlighted with a red circle. Below the tabs, a welcome message is displayed, followed by three numbered instructions. To the right of the instructions, there is a dropdown menu labeled "Show" with "Submitted Applications" selected, also highlighted with a red circle. Below the dropdown menu, there is a checkbox labeled "Hide Viewer Only Applications". At the bottom, a table lists applications with columns for Application Name, Project Title, Requested, ID, Submitted, My Role, and Action.

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
TCFVCF:BIPOC Cohort for Nonprofit Leadership			26255	4/28/2021	Owner	
TCFVCF: Racial Equity + Creative Healing through the Arts		40,000	25131	1/29/2021	Owner	

Downloading Instructions - Applications

Step 3:

- Once you see the list of your submitted applications, click on an application to open it.
- Right click to “save as,” and save to your network or drive (in html format).
- *OR* right click to “print” the “save to PDF,” and save to your network or drive.

Downloading Instructions – Requirements (Reports)

Step 4: On the landing page of your account, click the “Requirements” tab and “Submitted Requirements” in the drop-down menu in the right hand corner



Account: dcanning@cfgnh.org | Change E-mail/Password
Last Log in: 5/20/2025 8:54 AM GMT-04:00

Application Requirements

You may manage your New, In-Progress or Submitted requirements by clicking the drop down on the right.

1. Select New Requirement to begin a new requirement report.
2. For In-Progress requirement reports, click the title to continue working on it.
3. Submitted requirements are view only.
4. To delete a requirement, click the garbage can next to it.

Show Submitted Requirements ▼
☐ Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Submitted	My Role	Action
TCF: Small Grant Report Questions	TEST	Final Report	1209	12/25/2020	12/26/2019	Owner	  

Downloading Instructions – Requirements (Reports)

Step 5:

- Once you see the list of your Submitted Requirements (Reports), click on a Requirement (Report) to open it.
- Right click to “save as,” and save to your network or drive (in html format)
- *OR* right click to “print” the “save to PDF”, and save to your network or drive

Resources

General questions about downloading Applications and Requirements (Reports)	Denise Canning	dcanning@cfgnh.org
General questions about downloading Applications and Requirements (Reports)	Logan Roddy	lroddy@cfgnh.org
Grant Reports	Hannah Elias Luis Rodriguez	grantreporting@cfgnh.org

Questions?

Thank you!

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