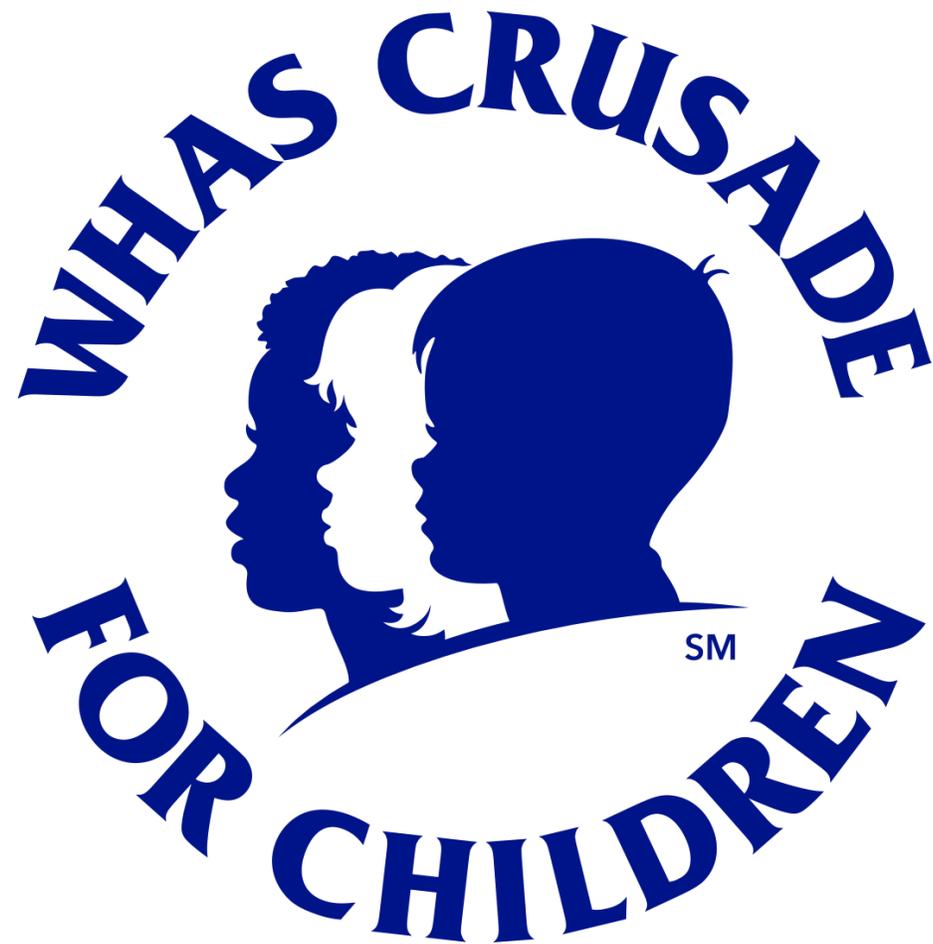


INSTRUCTIONS FOR GRANT SEEKERS

APPLICATION PROCESS
2023-2024 FISCAL YEAR



Helpful Hints

IMPORTANT

- To create an application, begin by accessing this link – one time only. You will need your Tax ID to begin.
https://www.grantrequest.com/SID_5919?SA=SNA&FID=35060
- If you save or exit the Application – the next time you enter the system you will use this link. *You will use this link year after year. It is also the link you use to request payments. Save this link.*
https://www.GrantRequest.com/SID_5919?SA=AM

Helpful Hints

- **Start Early** – The deadline to submit applications is Wednesday, January 11, 2023 at 5:00 p.m. EST. Complications you encounter with the online program will not be accepted as a reason to miss the deadline. Depending on the volume of calls, you may not be able to communicate with our office.
- **Organize documents** - before starting application. Required documents are:
 - Audit Report or Board Approved Financial Review (standards explained in Application under tab titled Attachments)
 - IRS Form 990 if the agency is required by federal law to file such a form (Refer to Attachments tab in Application)
 - IRS Determination Letter granting 501(C)(3) status or non-profit status
 - Agency's Board of Directors (names, addresses and person's title)
 - Annual Report, if one is published
 - Letter from your Executive Director and President of agency's board approving the request and agreeing to maintain any items purchased with WHAS Crusade for Children funds. (School systems must have approval from the superintendent and school board president. Universities must have approval from the president and dean of school.) **MUST HAVE TWO SIGNATURES.**
 - When applicable, a brief summary of the educational background and specialized training of teachers, medical professions and other persons who are involved in direct interventions with children with special needs.
- **Create Word document** - We recommend that new grant seekers type all text in a Microsoft Word template and then copy to the application in case of program error. Please save this document for your records.

Accessing an Application

- Click this link to access login screen:
- https://www.grantrequest.com/SID_5919?SA=SNA&FID=35060
- Enter your E-mail and unique password *Your account will lock-up if password entered incorrectly 3 times. Hit forgot password after 2nd attempt.*
- Next you will be prompted for Crusade password: **2024Crusade**

If you have a relevant Blackbaud ID, login to that account. (If you submitted a Grant last year – you have an account.) Some fields may prepopulate for you. Be careful to change fields to reflect your new request.

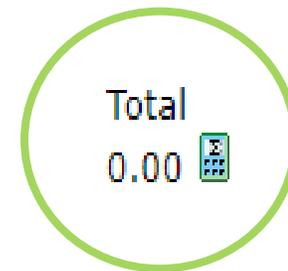
If you don't have a relevant Blackbaud ID, click **"New Applicant?"** Upon creation, you will receive an email stating **"Your grant application has been created."** *Note please save this email with login and password information so you can access in future years.*

Beginning an Application

- Enter tax ID number

Note: do not use hyphens or spaces when entering tax ID number.

- Please note that several number fields have a small **calculator icon** next to them. Click this icon for the application to automatically calculate necessary values. *Don't be alarmed if after you click the calculator icon the page rolls to the top --- just scroll back down to the next step in your application.*



Saving an Application

- You may save your work periodically and continue at a later date by clicking “**Save & Finish Later**”  at the bottom of the application screen.
- Once you save your application, you will be taken to your “My Application Page.” You may click the saved grant’s **Application Name** to continue working.
- You will also receive an email with subject “**Your Application**” confirming that the Application has been saved. Keep this for your records.

Submitting an Application

- Upon completion, please click **“Review & Submit” button**. To complete the process **you must** scroll back to the bottom and click on **SUBMIT**.
- If there are any issues with your application (i.e. required documents not attached), you will be required to correct the problems before submitting. Click **“Update”** to save the new information. Once everything is updated, you must scroll to the bottom of the application and **“Submit.”**
- You will receive a **“Thank You! Your application has been successfully submitted”** notification. You will also receive an email with subject **“My Application Submission”** confirming your Application was submitted. This email will contain a copy of your grant application.



Accessing Application & Requirement Forms

IMPORTANT: The next time you want to log-in to your account click this link: https://www.GrantRequest.com/SID_5919?SA=AM

This link will give you access to these forms:

These forms will be posted at a later date and pushed to you in an email.

- Saved Application
- Requirement Forms (Grant Report Forms – Due March 15, 2024 and September 1, 2024)
- Agency Reimbursement Forms (request for payment)
- Grant Acceptance Form



What to expect next

- In January – you will be sent an email with the date and time of your mandatory zoom meeting with our Minister Advisory Panel. Meeting dates will be scheduled in February or March on a Tuesday or Friday.
- The Crusade will be held on June 3-4, 2023. Amounts received will determine the amounts awarded to agencies.
- In late June, the Board of Directors will approve grant awards and recipient agencies will be notified. Monies for this grant may be spent beginning September 1, 2023 through August 31, 2024.