

## Submitting an Inquiry

Organizations seeking funding in amounts greater than \$5,000 will need to submit an inquiry which will be reviewed by our Grant Review Team. If the Team determines that your inquiry sufficiently meets our interest areas, you will be invited to submit a full proposal. You can access the Inquiry by [clicking here](#).

1. To begin the process you will first answer a few questions to help determine if your request fits within the guidelines of the Northland Foundation’s grant program.

**Application Eligibility**

1. Are you applying for less than \$5,000 in funding?

Yes

No

[Continue](#)

2. If you answer the questions successfully you will receive a link to our portal.

Your responses to our initial questions indicate that you might be a good fit for our Programs. We encourage you to continue your application process. Please click on "Continue" below and proceed to the next step.

[Continue](#) [Exit](#)

3. You are now at the login page for the portal



**5**  
STEPS

**Applying online for grants / letter of inquiries is now easy**

1  
Registration

2  
Application

3  
Attachments

4  
Review & Submit

5  
Reporting

**Welcome to Our Online Portal for Applicants and Grantees**

The Northland Foundation recently launched this portal to enable grantseekers and grant recipients to submit their proposals and reports online.

**About This Portal**

We hope this online portal proves to be an efficient way for you to provide us with information and to keep in touch. We have tried to make it as user-friendly as possible. With your [input](#), we will continue improving it over time. Once you are logged in, help and guidance for completing your proposal is weaved throughout the application.

**Username**

**Password**

[Login](#) [Can't access your account?](#)

New Portal User [Register](#)

4. If you are new to the system, click on the “Register” button to set up an account.



5. Fill out all of the fields below, and then click on the “Save” button. You must fill out every field in order to complete your registration. **NOTE: you must use your email address as your user name.**

**Register**

**Your Organization's Name**

Organization Legal Name

EIN

**Your Name and Title**

Salutation

First Name

Last Name

Suffix

Title

**Your Contact Information**

Office Street

Fields that have a red border are required; you will need to complete the field in order to submit your request.

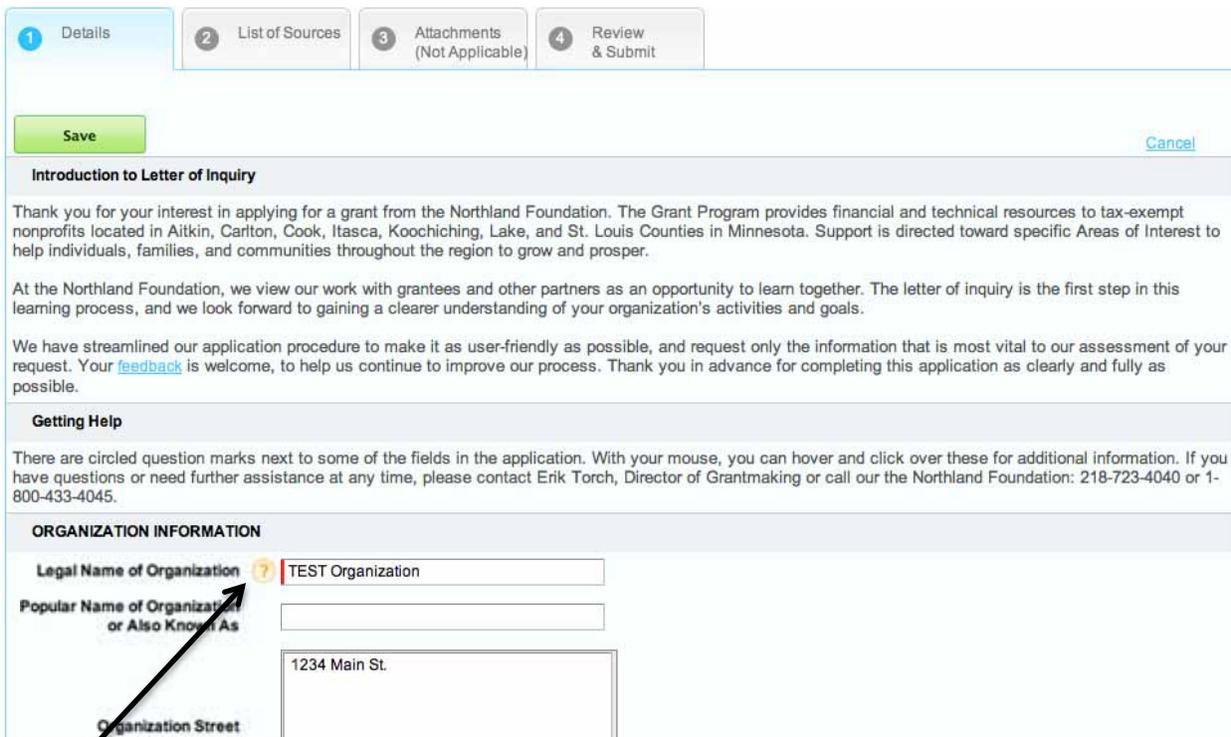
6. Once your user account has been created, you will be directed to the following screen. Click on the “Login” link to be directed to the login page.



7. Enter your username and password and click login. You will now be able to begin your inquiry. You can save and logout of the system at anytime and return to complete your inquiry later.

8. There are 4 tabs to navigate the Inquiry. The first tab “Details” is where you will enter details about your organization, contact information, and answer questions related to the work you are seeking funding for.

NOTE: Hover your mouse over the question mark  for additional help text.



Hover your mouse over the question mark for additional help text.

9. Fields that have a red bar on the left hand side are required at a minimum. You will need to complete all red bar fields in order to submit your inquiry.

**Annual Operating Budget** 

**Proposed Project Budget**

10. Under the “List of Sources” tab please enter the other sources you are seeking support from, and the status of those requests.

1 Details
2 List of Sources
3 Attachments (Not Applicable)
4 Review & Submit

**List of Sources for Inquiry**

List committed sources and sources that have been applied for but not yet approved. Click on the "New" button to add a new source.

Once you've added a source, you may:

**Edit** - By Clicking the 'Pencil & Paper' icon  
**View** - By Clicking the 'Magnifying Glass' icon  
**Delete** - By Clicking the 'X' icon

Source	Requested Amount	Date Request Was (or Will Be) Submitted	Amount Committed to Date	Date Committed or Anticipated Notification	Action
<input type="button" value="Continue"/>					

11. Click on New to add a source, provide as much information as you can for funding you have received, have applied for, or will apply for.

**Source Information**

**Source**

**Requested Amount**

**Date Request was (or will be) Submitted**

**Amount Committed to Date**

**Date Committed/Anticipated Notification** 

12. Once you have completed your source entries, use the icons under the Action heading to:

**Edit** by clicking on the pencil and paper icon,



**View** by clicking on the magnifying icon,



and **Delete** by clicking on the X icon.



1 Details

2 List of Sources

3 Attachments  
(Not Applicable)

4 Review  
& Submit

Continue

**List of Sources for Inquiry**

List committed sources and sources that have been applied for but not yet approved. Click on the "New" button to add a new source.

Once you've added a source, you may:

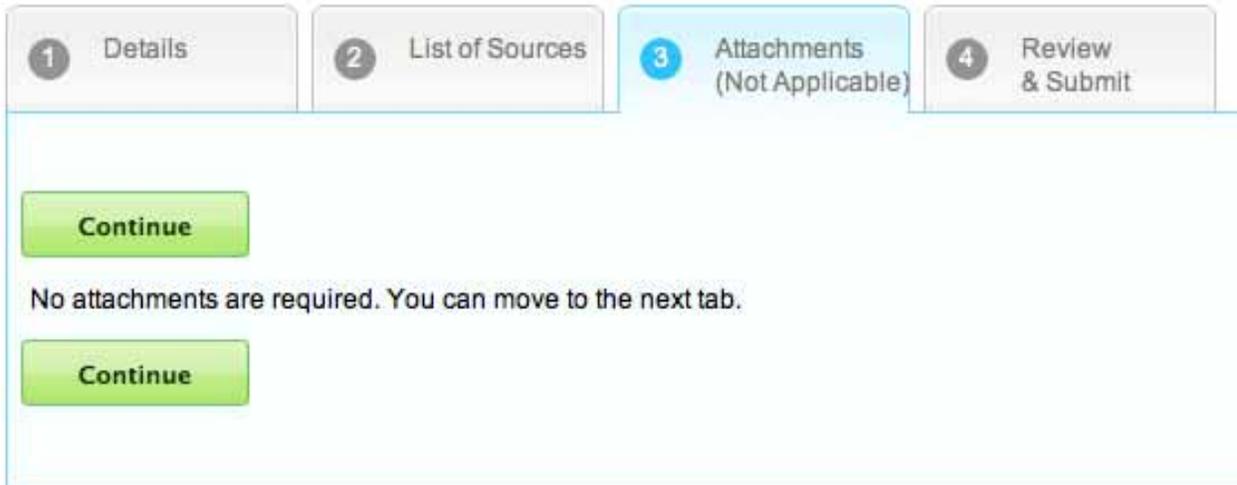
**Edit** - By Clicking the 'Pencil & Paper' icon  
**View** - By Clicking the 'Magnifying Glass' icon  
**Delete** - By Clicking the "X" icon

New

Source	Requested Amount	Date Request Was (or Will Be) Submitted	Amount Committed to Date	Date Committed or Anticipated Notification	Action
ABC Foundation	\$25,000.00	01/02/2013	\$0.00	02/28/2013	
XYZ Foundation	\$50,000.00	07/01/2012	\$45,000.00	11/30/2012	

Continue

13. You can skip the “Attachments” tab, as we do not collect attachments at the inquiry stage.



The screenshot shows a four-step navigation bar at the top: 1 Details, 2 List of Sources, 3 Attachments (Not Applicable), and 4 Review & Submit. The third tab is highlighted in light blue. Below the navigation bar, there is a green 'Continue' button, followed by the text 'No attachments are required. You can move to the next tab.', and another green 'Continue' button.

14. On the last tab you will have an opportunity to review your inquiry, print a hard copy for your records and submit your inquiry. If you need to make changes to what you've entered you can click on the appropriate tab and make your changes prior to submitting.



The screenshot shows the same four-step navigation bar, but now the fourth tab, 'Review & Submit', is highlighted in light blue. Below the navigation bar, there are two green buttons: 'Submit' and 'Print'.

15. Once you have submitted your inquiry you will be taken to the “My Submissions” page that lists the “open items” associated with your account (you can also click on the “History” tab to view your past inquiries, application and grant reports). Click on the magnifying glass icon  after the inquiry to view your submission. You will receive an email confirming that your submission was received.

Once you have submitted your inquiry you will no longer be able to edit it.

Open Items		History					
ID Number	Project Name	Type	Record Type	Status	Last Modified Date	Edit	View
> 13-10335	Test Proposal	Inquiry	Inquiry	Submitted	1/29/2013		

16. If you need to edit your profile, click on the “Profile” link located on the upper right hand side of your page.



Here you can change information about yourself and your organization, as well as change your password.

Contact Info	Organization	Change Password
<a href="#">Edit</a>		
<b>Your Organization's Name</b>		
<b>Organization Legal Name</b>	TEST Organization	
<b>EIN</b>	41-1234567	
<b>Your Name and Title</b>		
<b>Salutation</b>	Ms.	
<b>First Name</b>	Jane	
<b>Last Name</b>	Test	

If you have any questions or problems using the portal, please contact a member of the Grants Team for assistance:

Carol Chipman, Grants Manager  
carolc@northlandfdn.org  
(218) 723-4040 / (800) 433-4045

Erik Torch, Director of Grantmaking  
erik@northlandfdn.org  
(218) 723-4040 / (800) 433-4045