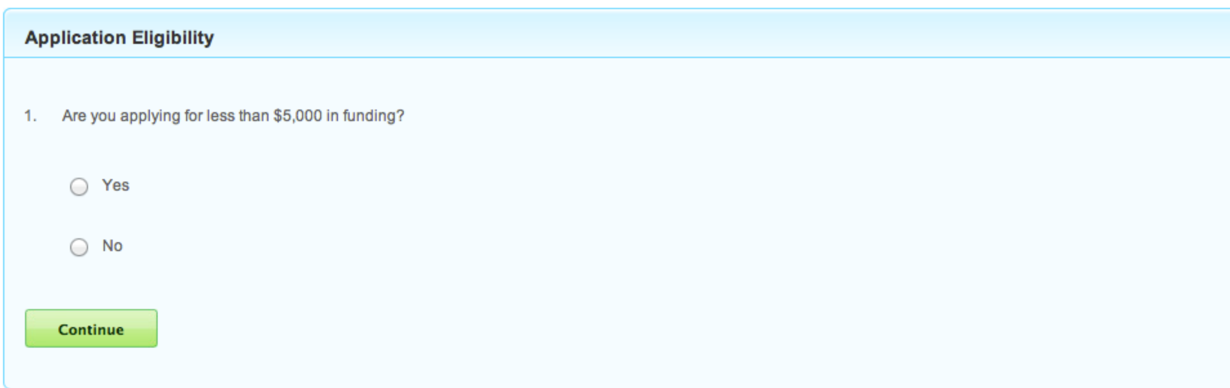
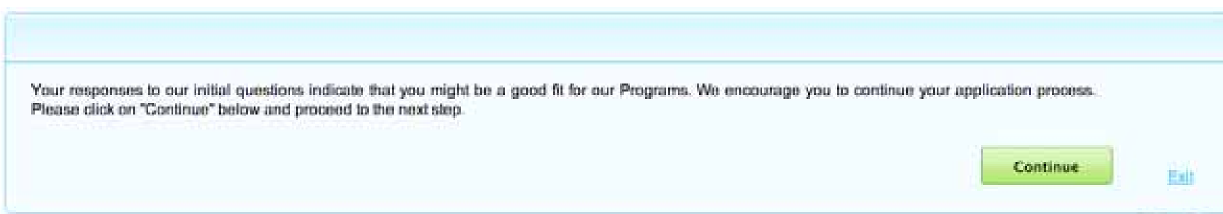
Submitting an Inquiry

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.

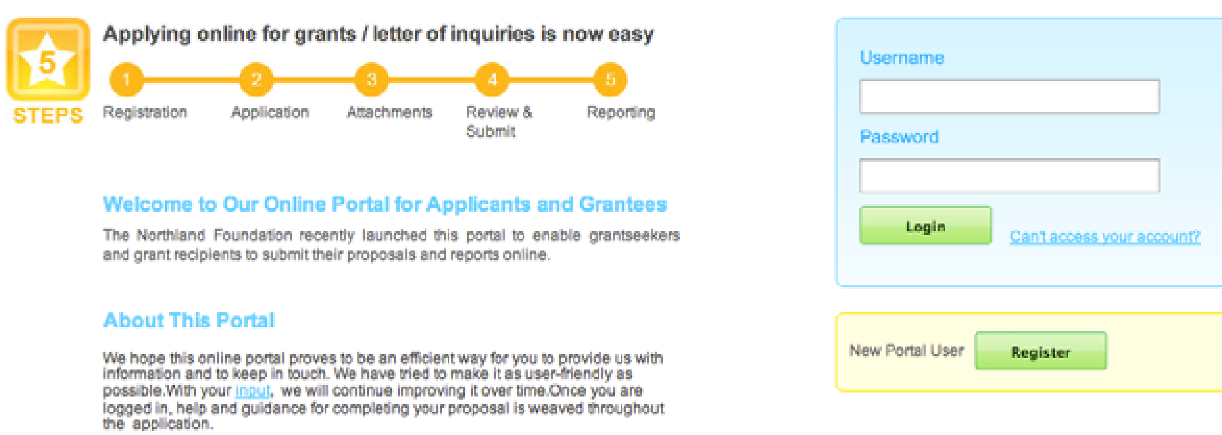
1. To begin the process you will first answer a few questions to help determine if your request fits within the guidelines of the Northland Foundation's grant program.



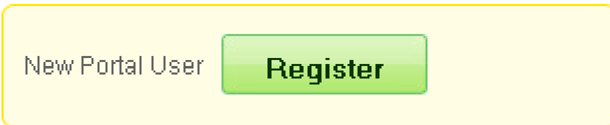
2. If you answer the questions successfully you will receive a link to our portal.



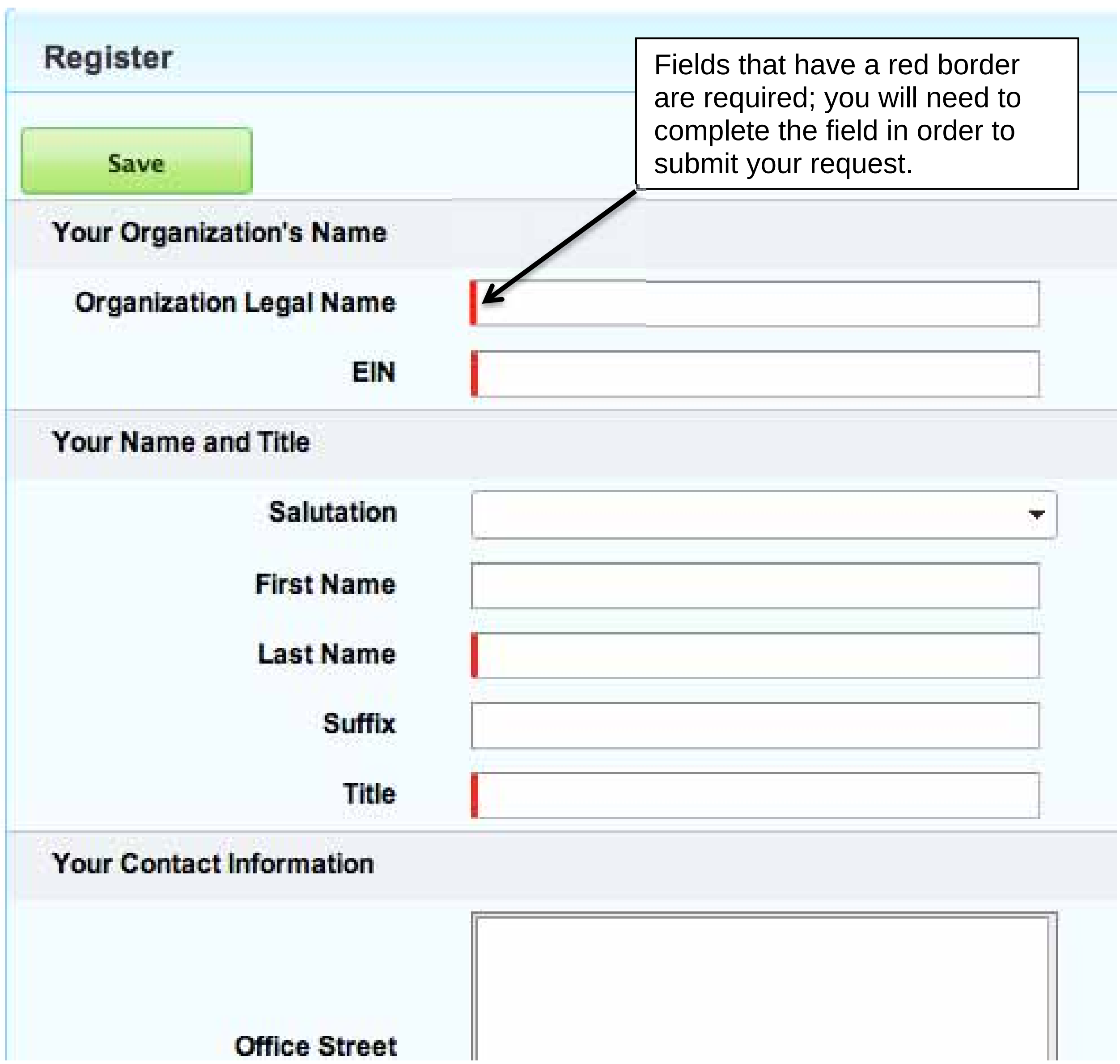
3. You are now at the login page for the portal



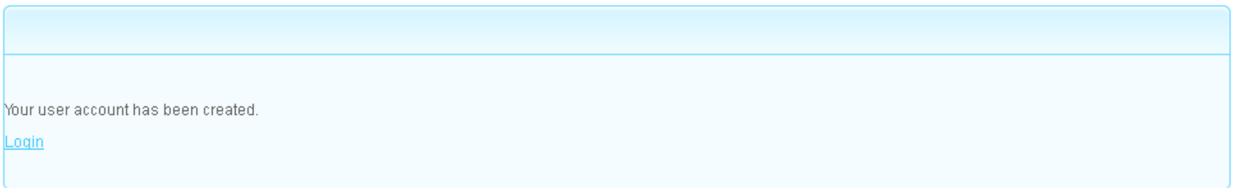
4. If you are new to the system, click on the “Register” button to set up an account.



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.**



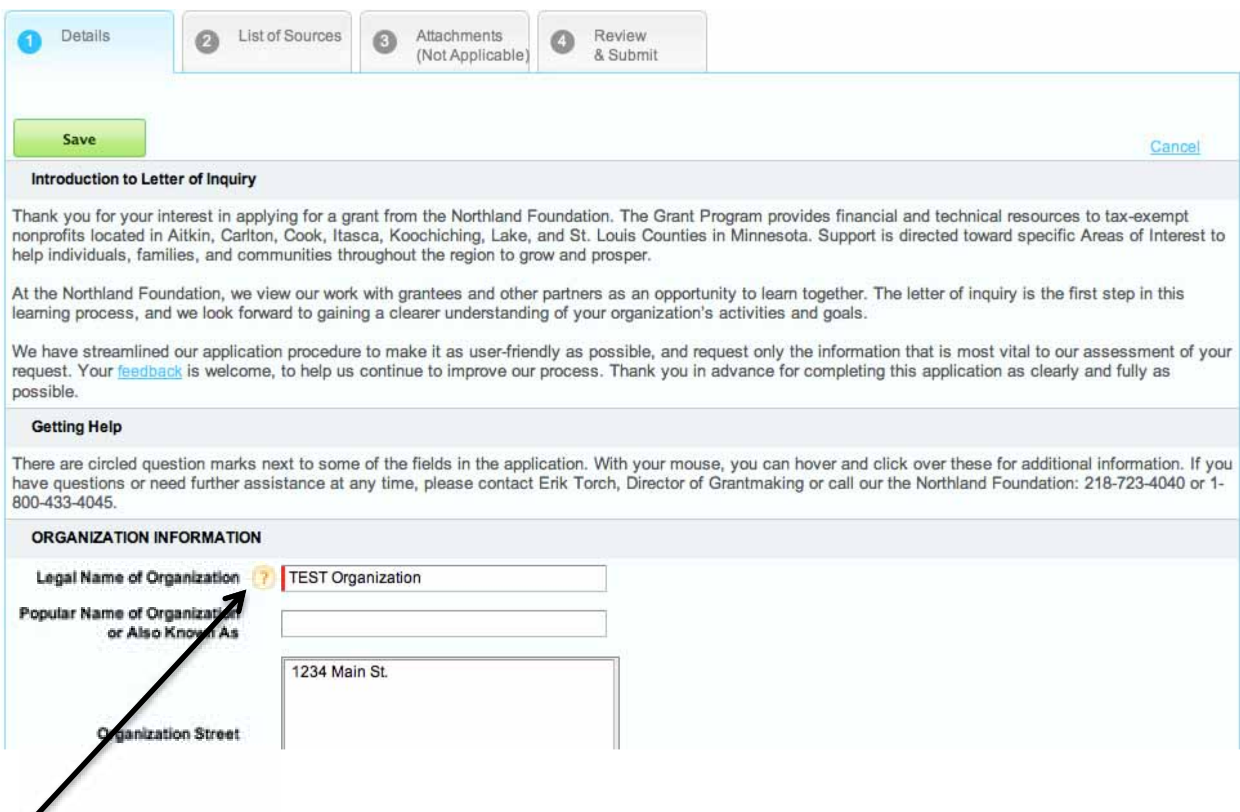
6. Once your user account has been created, you will be directed to the following screen. Click on the “Login” link to be directed to the login page.



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.

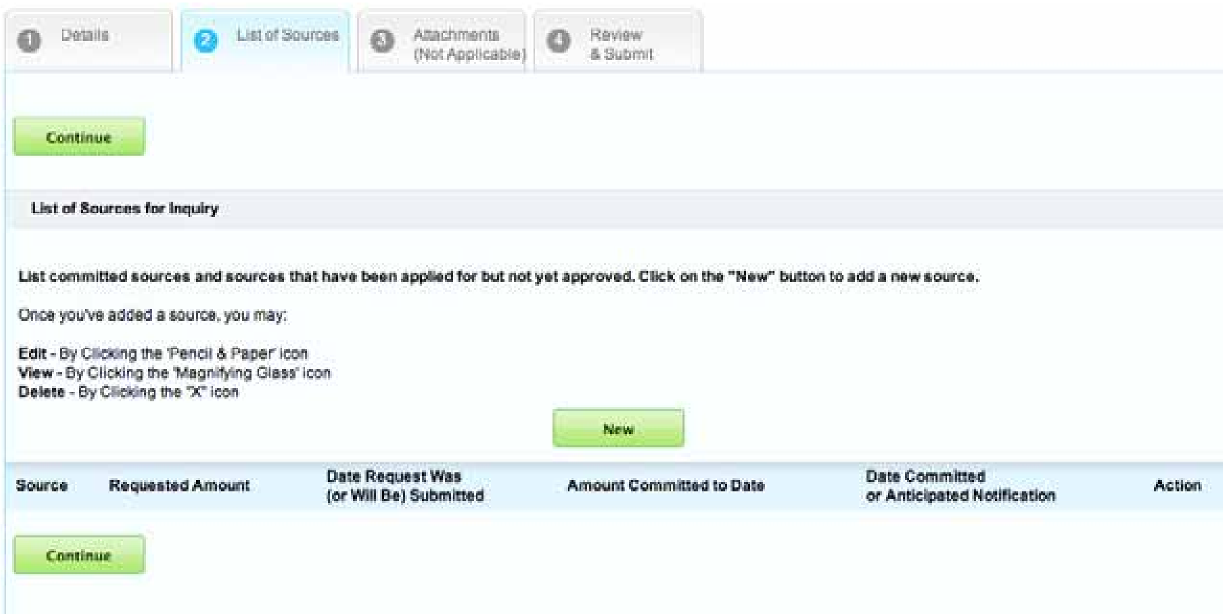
NOTE: Hover your mouse over the question mark for additional help text.



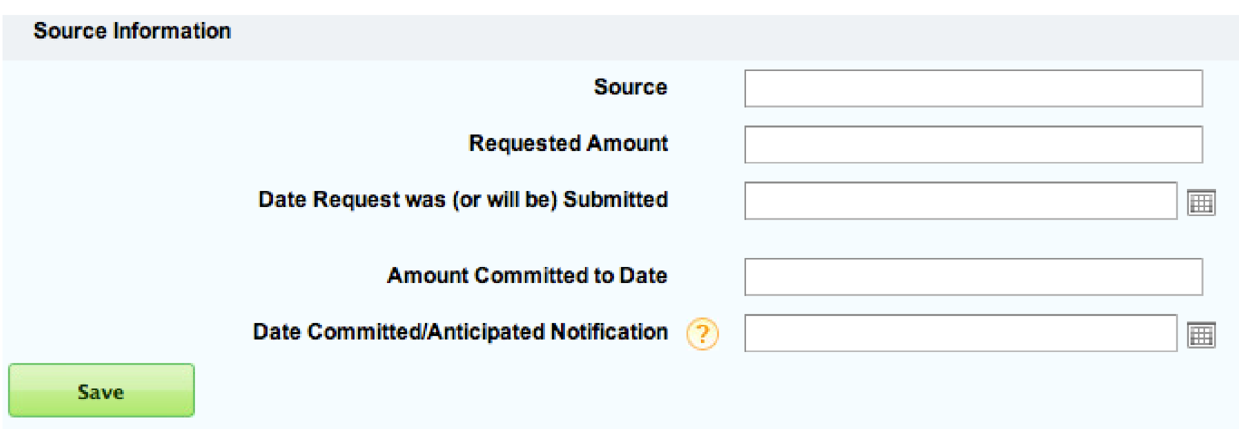
Hover your mouse over the question mark for additional help text.

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.

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



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.

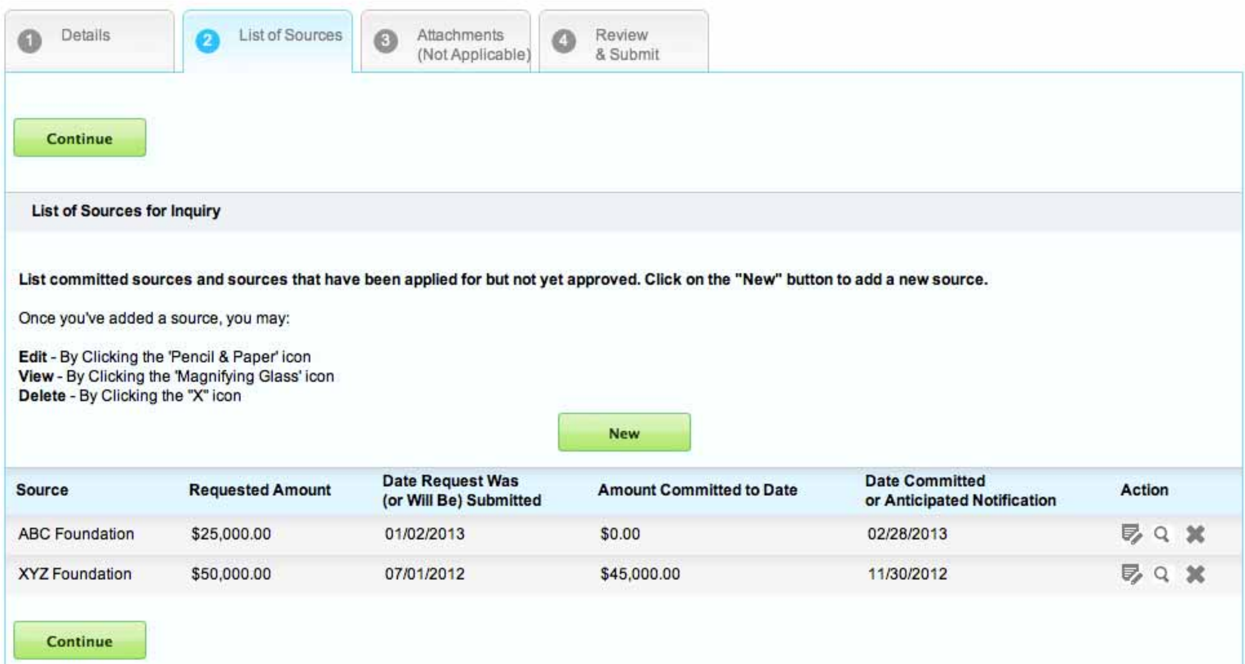


12. Once you have completed your source entries, use the icons under the Action heading to:

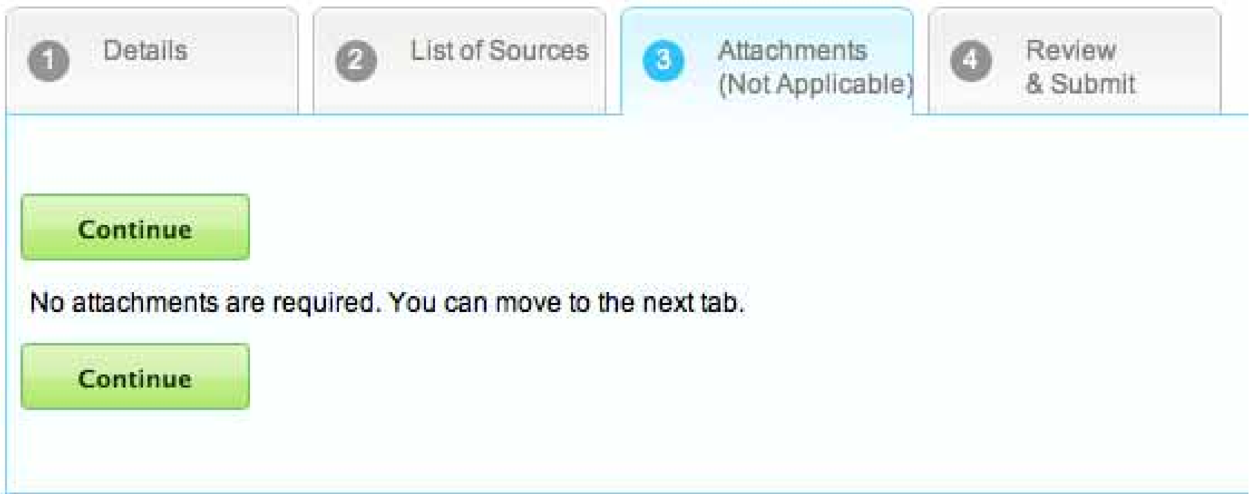
Edit by clicking on the pencil and paper icon,

View by clicking on the magnifying icon,

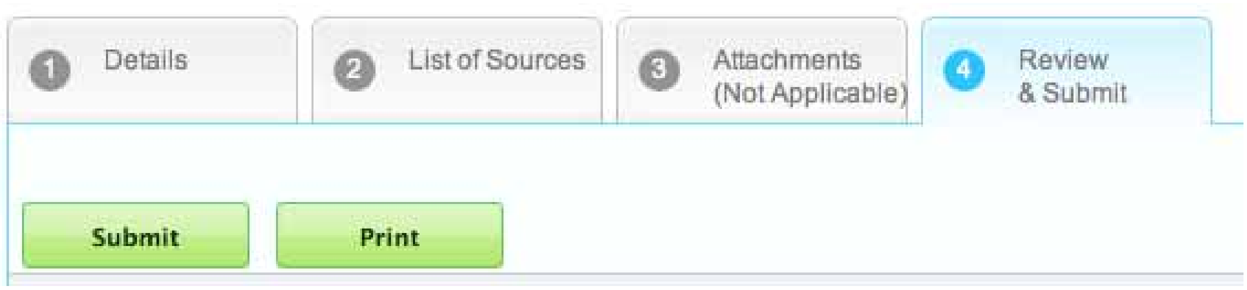
and **Delete** by clicking on the X icon.



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



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.



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.

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.

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

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(218) 723-4040 / (800) 433-4045

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