

Submitting a Small Grant Application

Organizations seeking funding in amounts of \$5,000 or less should use our Small Grants Application. You can access the application 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



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

Save

Your Organization's Name

Organization Legal Name

EIN

Your Name and Title

Salutation

First Name

Last Name

Suffix

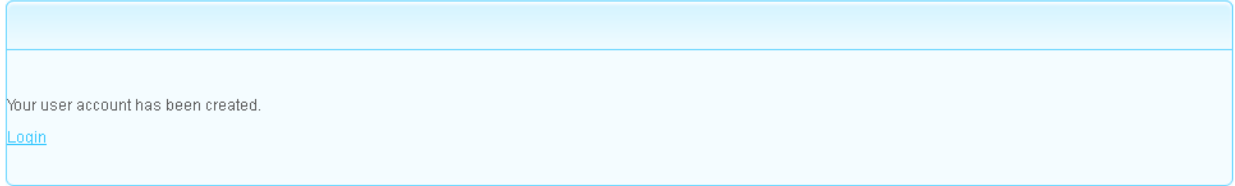
Title

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 5 tabs to navigate the request. 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.

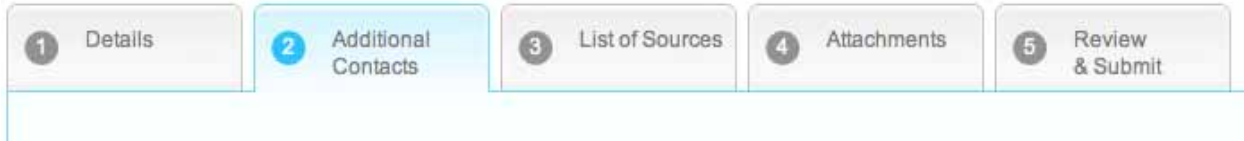



9. Fields that have a red bar on the left hand side are required. You will need to complete the information in order to submit your inquiry.



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

10. The second tab is the “Additional Contacts” tab. Click “Continue” from the Details tab or click on the “Additional Contacts” tab to see the contents. This tab is where you will enter the names and details of various people associated with your request.




11. Your name should appear at the bottom of the page under “Existing Contact Role List”. Click on the Edit button  on the far right of your name to edit your contact record and assign yourself a role for this request. Once you click on the Edit button, your name will appear in the Contact Name field. Choose a role for yourself and click on the “Save” button. NOTE: Please ignore the “Grant portal access” field.

Update Contact Role

Save

Contact Role Details

Primary

Contact Name 

Role ▼

G Primary Organization Contact

Fiscal Agent Contact

Program Contact

Reporting Contact

Payment Contact

Executive Director

Board Member




Consultant

Other


[Cancel](#)

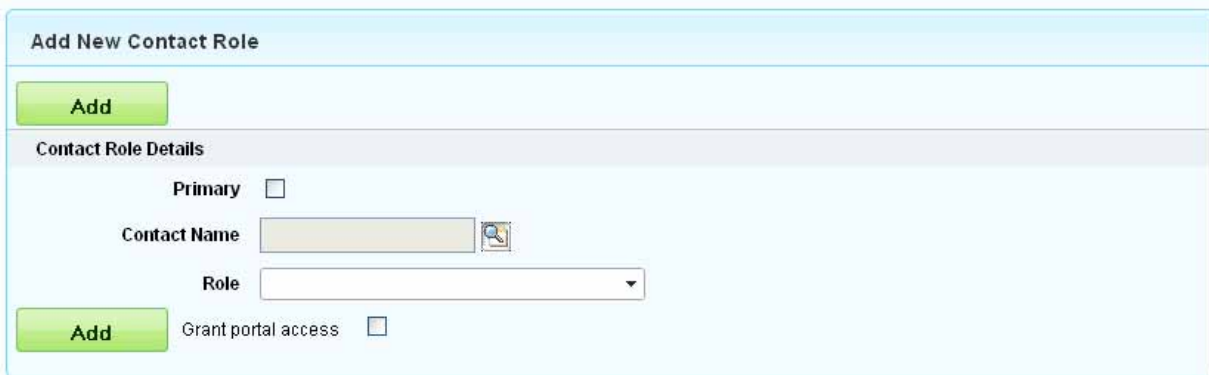
Save

Existing Contact Role List

Contact Name	Role	Action
Jane Test	TEST Organization	  

Continue

12. Next, if you are not the organization's Executive Director or CEO, please enter them now so we have them in our system. Click the Search button  next to the Contact Name field to search to see if the contact is already in the system.




Add New Contact Role

Add

Contact Role Details

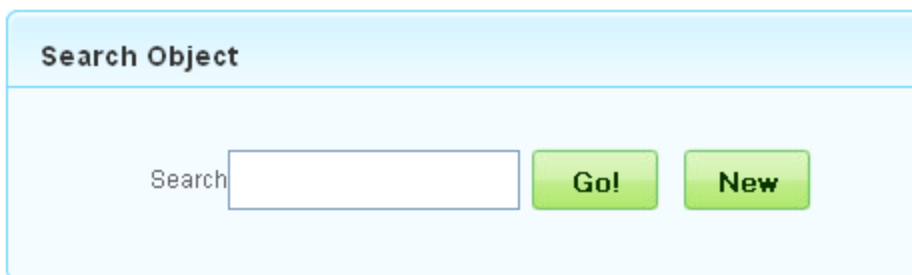
Primary

Contact Name 

Role

Add Grant portal access

13. Type the first few letters of the contact's last name in the Search field to see if they are in the system, and then click on the "Go!" button. HINT: If you want to see all of the contacts affiliated with your organization, leave the Search field blank and just click on "Go!".



Search Object

Search **Go!** **New**

14. If the contact you were searching for shows up in the list, click on their name.

Search Object

Search

Name	Email	Organization
Juliet Test-Contact	grants@northlandfdn.org	TEST Organization

15. The contact's name will now appear in the Contact Name field. Choose a Role for the contact in the drop-down box and then click the "Add" button to add them to the Existing Contact Role List at the bottom of the page. NOTE: Please ignore the "Grant portal access" check box.

Add New Contact Role

Contact Role Details

Primary

Contact Name

Role

Grant portal access

16. If no records matching the name you typed are found, click on the “New” button to add the contact to the system.

Search Object

No records matching the keywords you specified were found.

Search

17. Enter the contacts’s information in the fields, and then click on the “Save” button.

Contact Role

Salutation

First Name

Last Name

Phone

Email

18. After clicking on “Save” the new contact’s name will appear in the Contact Name field. Choose a Role for the contact in the drop-down box and then click the “Add” button to add them to the Existing Contact Role List below. NOTE: Please ignore the “Grant portal access” check box.

Add New Contact Role

Add

Contact Role Details

Primary

Contact Name

Role ▼

G Primary Organization Contact

Fiscal Agent Contact

Program Contact

Reporting Contact

Payment Contact

Executive Director

Board Member

Consultant

Other

Add

Existing Contact Role List

Contact Name	Role	Action
Jane Test	Program Contact	

19. The new contact should now appear in the Existing Contact Role List.

Contact Name	Organization Name	Role	Action
Jane Test	TEST Organization	Program Contact	
Juliet Test-Contact	TEST Organization	Executive Director	

20. To add additional contacts to the request, repeat steps 12-19 above. When finished adding contacts, either click on “Continue” or click on the “List of Sources” tab.

21. 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 Additional Contacts

3 List of Sources

4 Attachments

5 Review & Submit

SMALL GRANT APPLICATION

[Continue](#)

List of Sources for Request

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
Continue					

22. 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 ?

[Save](#)

23. 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 Additional Contacts

3 List of Sources

4 Attachments

5 Review & Submit

SMALL GRANT APPLICATION

[Continue](#)

List of Sources for Request

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	04/30/2013	
XYZ Foundation	\$50,000.00	10/08/2012	\$45,000.00	12/31/2012	

[Continue](#)

24. Under the “Attachments” tab, you will need to upload your project budget and board roster. You may use your own itemized budget format (must be in word, excel or PDF format) or download a template to use. NOTE: You must identify where Northland Foundation funds will be applied.

1 Details **2** Additional Contacts **3** List of Sources **4** Attachments **5** Review & Submit

SMALL GRANT APPLICATION

Please attach the necessary documents below.
File Size must be 5MB or less and Word, Excel, PDF, .jpg, or .gif

Continue

SMALL GRANT PROJECT BUDGET (Required)

[Click Here to Download the Word Template](#)
[Click Here to Download the Excel Template](#)

Choose File no file selected **Upload**

BOARD ROSTER (Required)

Please upload your current Board Roster

Choose File no file selected **Upload**

After you select your file, you need to press the upload button to save your file.

25. You may also upload additional supporting attachments, although this is not necessary. Note that there is a 5MB limit to the size of *each* file.

OPTIONAL ATTACHMENTS

Use these 3 additional attachments to upload items such as Letters of Support, Media Clippings, etc. File Size must be 5MB or less and Word, Excel, PDF, .jpg, or .gif

ATTACHMENT 1

Choose File no file selected


Upload

26. On the last tab you will have an opportunity to review your request, print a hard copy for your records and submit your request. 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.

1 Details	2 Additional Contacts	3 List of Sources	4 Attachments	5 Review & Submit
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SMALL GRANT APPLICATION

Submit Print

27. Once you have submitted your request 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 request to view your submission. You will receive an email confirming that your submission was received.

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

Please see below for a list of all items associated with your login. To continue working on any item, simply click edit.

Open Items		History					
ID Number	Project Name	Type	Record Type	Status	Last Modified Date	Edit	View
> 13-10336	Test Small Grant Proposal	Request	Small Grants Application	Application Started	1/29/2013		
> 13-10335	Test Proposal	Inquiry	Inquiry	In Progress	1/29/2013		

28. 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

Edit

Your Organization's Name

Organization Legal Name TEST Organization

EIN 41-1234567

Your Name and Title

Salutation Ms.

First Name Jane

Last Name 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