

## Special Initiatives Grant Portal Instructions

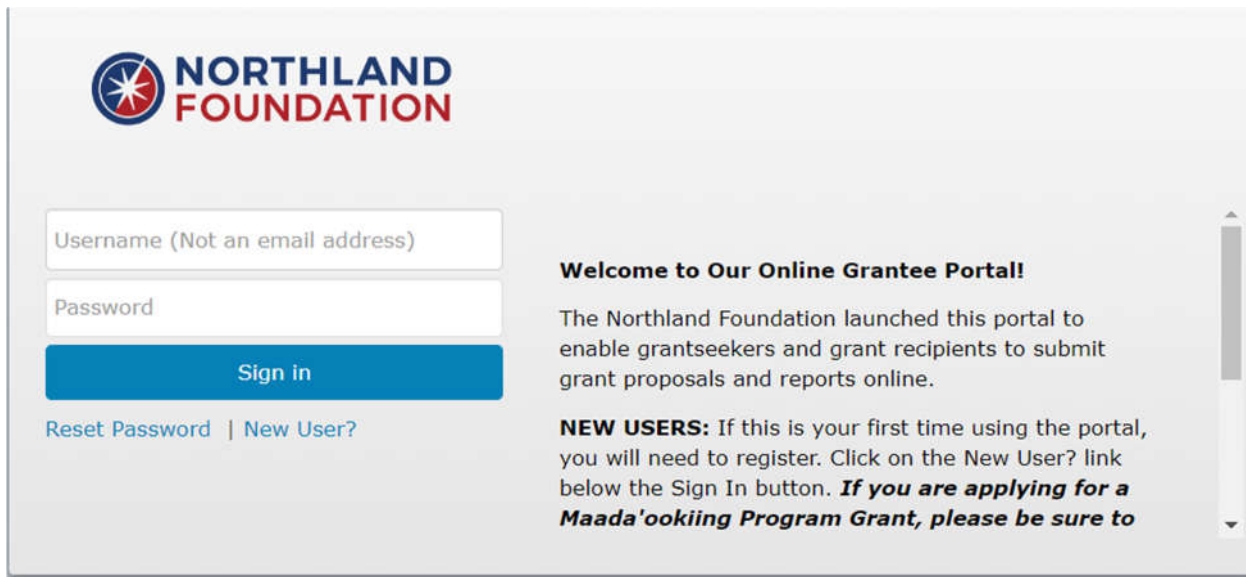
The Northland Foundation offers special grant opportunities from time to time outside of our general grantmaking. These opportunities are called Special Initiative grants and are by invitation only.

### Special Initiative applications are submitted via the Special Initiatives Grant Portal only.

You will receive the link to the portal along with the instructions and grant application documents from Northland Foundation staff.

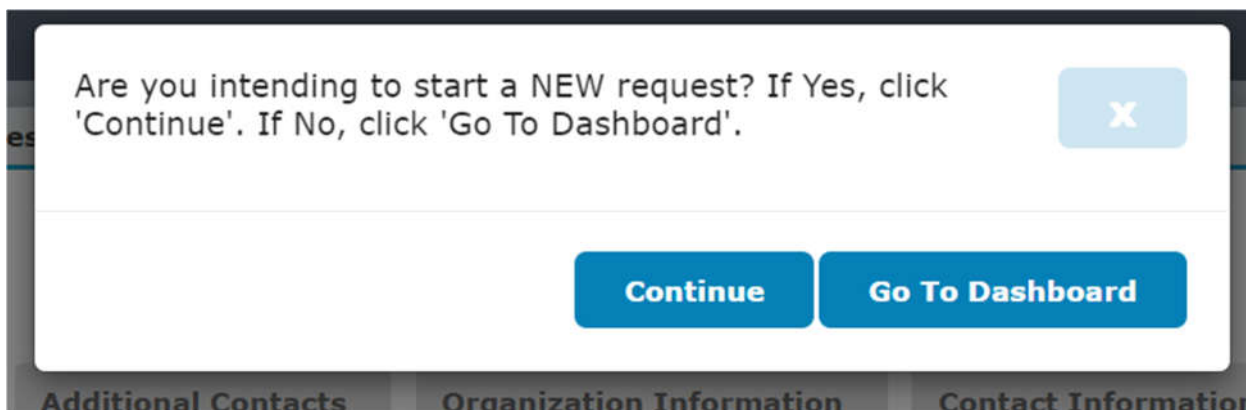
**Step 1:** Complete the grant application and supporting documents and save them to your computer.

**Step 2:** Click on the Special Initiative Grant Portal link provided to you on the application. If you have not submitted a grant to the Northland Foundation in the past, you will need to register as a new user by clicking on the [New User?](#) link below the Sign in button. Follow the instructions to create your username and password.



The screenshot shows the login page for the Northland Foundation's Online Grantee Portal. At the top left is the Northland Foundation logo, which consists of a red and blue compass rose icon next to the text "NORTHLAND FOUNDATION". Below the logo are two input fields: "Username (Not an email address)" and "Password". A blue "Sign in" button is positioned below the password field. To the left of the "Sign in" button are two links: "Reset Password" and "New User?". To the right of the input fields, there is a welcome message: "Welcome to Our Online Grantee Portal!" followed by a paragraph explaining the portal's purpose. Below this is a section for "NEW USERS" with instructions on how to register and a specific instruction for those applying for a Maada'ookiing Program Grant.

**Step 3:** Once you are logged into the portal, it will bring you to the Special Initiatives Application. A pop-up will appear, asking if you want to start a new request. If you have not already started your application, click on the Continue button. If you have already started your application and are returning to work on it, click on the Go To Dashboard button. This will bring you to your grants Dashboard where you can edit and continue with your application.



The screenshot shows a pop-up dialog box with a white background and a grey border. The text inside reads: "Are you intending to start a NEW request? If Yes, click 'Continue'. If No, click 'Go To Dashboard'." There is a close button (an 'X' in a light blue square) in the top right corner. At the bottom of the dialog are two blue buttons: "Continue" and "Go To Dashboard". Below the dialog, the top of a navigation bar is visible with three tabs: "Additional Contacts", "Organization Information", and "Contact Information".

## Step 4: Application Tab

Please enter all the information requested on this page. Any question that has a red \* is a required field. You will not be able to move on until you complete those questions. Once you have completed the questions on this page, scroll down to the bottom and click the Save & Next button.

## Step 5: Attachments Tab

This tab is where you will upload the application (Special Initiatives Narrative), Project Budget and any other supporting documents for your grant. Directions on how to upload your attachments is at the top of the page. Any attachment that has a red \* is required. Once you have uploaded all of your documents, scroll down to the bottom and click the Save & Next button.

### HOW TO UPLOAD YOUR ATTACHMENTS

1. For each attachment, click on the **CHOOSE FILE** button to select a file from your computer.
2. Browse for the file on your computer, then click on the file you want to attach. Click **OPEN** button in the pop-up window to select it.
3. Click the **UPLOAD** button to actually attach the file.
4. You may upload more than one file to each Attachment section.

### SPECIAL INITIATIVES NARRATIVE

The instructions and file for upload were emailed. Please contact the Northland Foundation with any questions.

Sr. Number	File Name	-	Created Date	Action
No Attachments				
<input type="button" value="Choose file"/> <input type="button" value="Upload"/>				
TEST NARRATIVE.docx				

### Project Budget

Sr. Number	File Name	-	Created Date	Action
1	2. Project Budget-Project Budget Template.doc		11/01/22	Delete
<input type="button" value="Choose file"/> <input type="button" value="Upload"/>				
No file chosen				

### Organization Annual Budget

Your organization's annual budget, including other sources of funds and earned income.

Sr. Number	File Name	-	Created Date	Action
No Attachments				
<input type="button" value="Choose file"/> <input type="button" value="Upload"/>				
No file chosen				

#### Optional Attachments

You can upload 3 additional attachments: such as Letters of Support, Media Clippings, etc.

File Size must be 5MB or less and Word, Excel, PDF, .jpg, or .gif

Sr. Number	File Name	Created Date	Action
No Attachments			
<input type="button" value="Choose file"/> <input type="button" value="Upload"/>			
No file chosen			

### Step 6: Fiscal Sponsor Tab

Complete this section **only** if you are using a fiscal sponsor. Please contact Carol Chipman, Grants Manager at [carolc@northlandfdn.org](mailto:carolc@northlandfdn.org) if you have any questions.

### Step 7: Additional Contacts Tab

The Northland Foundation has moved to an electronic process for our Grant Agreement, ACH Authorization, and W-9 forms. **The forms should be signed by the Primary Organization Contact (person authorized to sign documents for your organization).** Please follow the instructions to add or change contacts to your grant application. Below are the contacts you will need to complete for your application. When you are done adding contacts, click the Next button.

The Northland Foundation has moved to an electronic signature process for our Grant Agreement and ACH Authorization forms.

**The Grant Agreement and ACH Form should be signed by the Primary Organization Contact (person authorized to sign documents for your organization).**

We realize you may need to contact your accounting department to get your banking information to complete the ACH Authorization form.

**Please provide the following contact information.**

- 1. PRIMARY ORGANIZATION CONTACT:** Person authorized to sign for your organization. (Executive Director, President, CEO, Board Chair, etc.)
- 2. PROGRAM CONTACT:** Person in your organization responsible for the project.
- 3. PAYMENT CONTACT:** Person in your organization that the payment notification should be emailed to. (CFO, Accountant, Finance Director, etc.)
- 4. REPORTING CONTACT:** Person in your organization responsible for reporting on the project.

CLICK THE **+Add Existing User** BUTTON TO ADD A KEY CONTACT, AND FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE.

### Step 8: Organization Information Tab

This tab auto-populates from your Organization record. Please review to make sure information is accurate. Click the Save & Next button when done reviewing.

### Step 9: Contact Information Tab

This tab auto-populates from your Contact record. Please review to make sure information is accurate. Click the Save button when done.

### Step 10: Review/Submit (Button in upper right hand corner)

When your application is complete, click on the Review/Submit button. **(If you missed any required fields, you will get an error message and will have to go back to complete)** This brings you to your application so you can review it before submitting. You can make changes to your application by clicking the Back to Record button. You can also print your application at this stage. Click the Submit button to submit your application. You will receive an automated email from Northland confirming that your application has been submitted successfully.