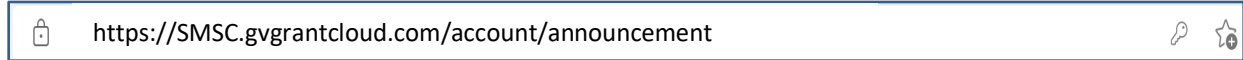



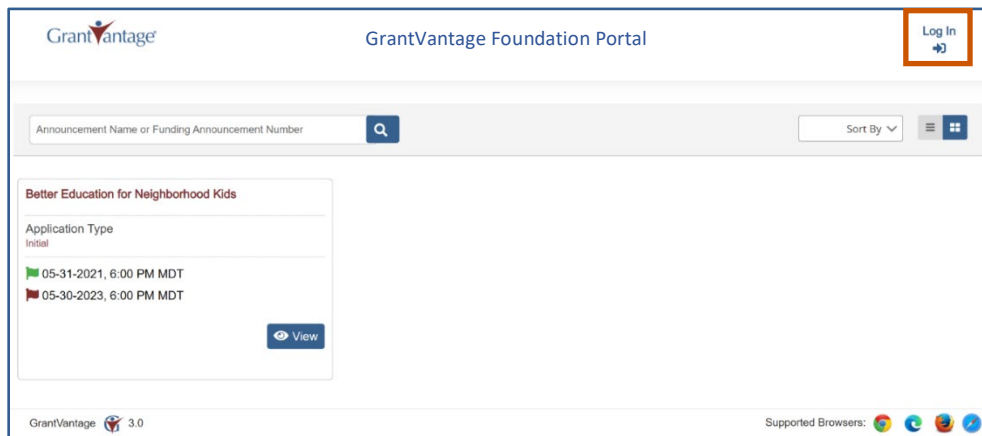
Login

1. Open preferred web browser.
2. In the URL field of the web browser, enter the web address provided by GrantVantage. The public-facing view of the Funder Portal screen appears.



This unique web address is related to your organization.

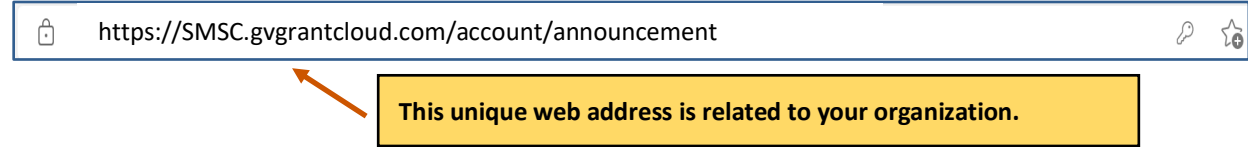
3. Click **Log In** . The Log In screen appears. From the Log In screen, returning applicant users may login to the system. New applicants must create a new applicant user account.




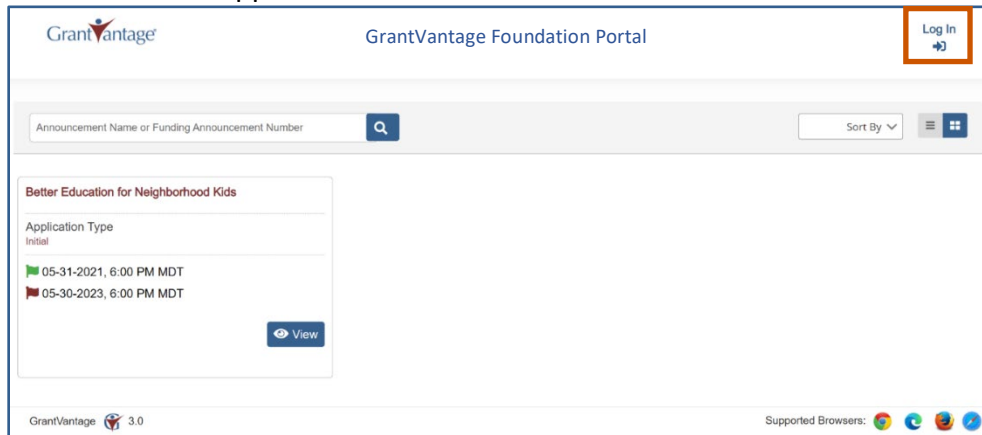
4. Enter the Username and Password then select **Log In**

Registration

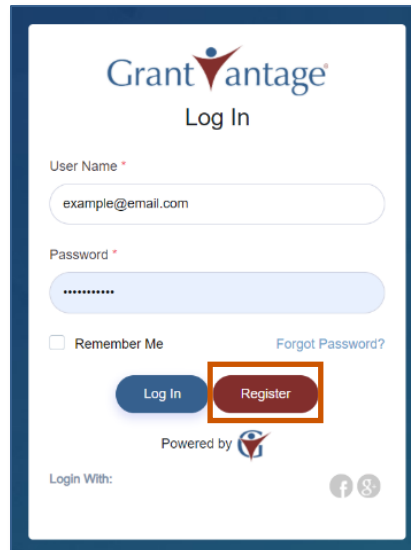
1. Open preferred web browser.
2. In the URL field of the web browser, enter the web address provided by GrantVantage. The public-facing view of the Funder Portal screen appears.





3. Click **Log In** . The Log In screen appears. From the Log In screen, new applicants must create a new applicant user account.



4. Click **Register**. You can now begin the registration process.



5. Fill in the necessary fields.
 **Note:** The black asterisks indicate required fields.

6. Click **Submit** . You are logged in, and the GrantVantage Funder Portal homepage appears. The homepage displays all available funding announcements. Applicants may navigate the system by using the site map.

Applicant Registration


This field is required.

This field is required.

This field is required.

- Passwords do not match!

Please prove you are not a robot

 I'm not a robot 
reCAPTCHA
Privacy • Terms







Homepage

On the homepage, you can view all published funding announcement opportunities, opportunities you have applied for, your profile, and view users, properties, and documents related to the application.

The screenshot shows the GrantVantage homepage interface. On the left is a dark blue sidebar with a 'Site map' callout box pointing to the navigation menu. The main content area features a search bar at the top with a callout box: 'Use the search bar to choose an announcement.' Below the search bar is a list of announcements, with the first one, 'Better Education for Kids', highlighted by a callout box: 'Displays the basic announcement information'. This announcement card shows a fund amount of \$10,000.00, application type 'Initial', and two dates: '08-31-2021, 6:00 PM MDT' and '08-30-2029, 6:00 PM MDT'. At the bottom of the card are 'Save' and 'View' buttons, with a callout box: 'Save the announcement to the My Application section of the site map or view the announcement'. To the right of the search bar is a 'Sort By' dropdown menu with a callout box: 'Choose the view display for the announcement'. The dropdown menu is open, showing options: 'Funding Announcement', 'Funding Amount', 'Newly Posted', and 'Closing Soon', with a callout box: 'Use the Sort By drop-down list to sort the announcement'.

Site Map

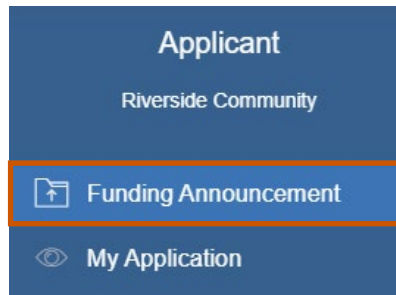
The site map displays navigation options relating to the applicant, such as the applicant profile, the internal users, and the contacts. The Applicant site map links to the Funding Announcement and My Applications pages, which opens the applicant dashboards.

Site Map Options	Description
Funding Announcement 	Displays all published announcements.
My Application 	Displays all the announcements you have saved and/or applied to. The applications appear only if it is published.
My Applicant Profile 	View your Applicant Profile. You can add additional documents and relevant information such as a professional CV or other certifications related to the applicant or entity's qualifications.
Users 	View the users related to the application. You can view active or inactive user.
Contacts 	View the contacts related to the application.
Documents 	View documents related to the application.

Funding Announcement

You can view announcements you have saved/applied to, your applicant profile, users and contacts associated with the Applicant profile or organization profile, and documents related to the funding announcement or an applicant document library that houses documents submitted with an application.

1. From the site map, click **Funding Announcement**  . The Funding Opportunity for Applicant page appears.



Use the search bar to choose an announcement.

Displays the name of the announcement, the application type, and the application open and close date.

Use the Sort By drop-down list to sort the announcement.

Choose the view display for the announcement

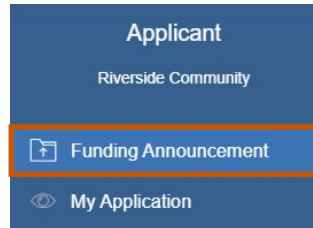
View the announcement


Save the announcement to the My Application page.

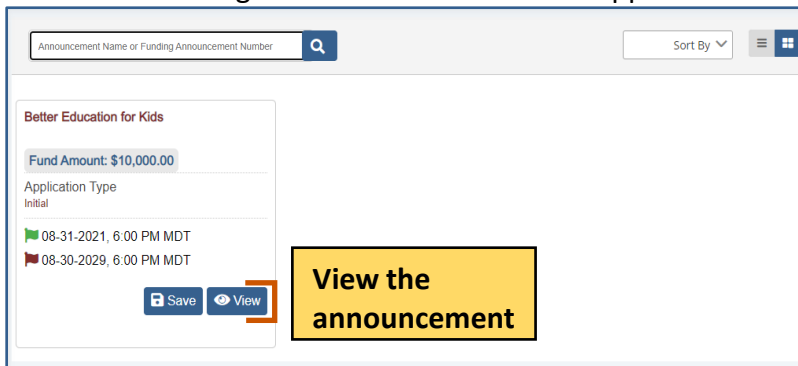
The screenshot shows a search bar with the text "Announcement Name or Funding Announ...". Below it is a card for "Better Education for Neighborhood Kids" with a green checkmark. The card lists "Application Type: Initial" and two dates: "05-31-2021, 6:00 PM MDT" and "05-30-2023, 6:00 PM MDT". At the bottom of the card are "Save" and "View" buttons. To the right, a "Sort By" dropdown menu is open, showing options: "Funding Announcement", "Newly Posted", and "Closing Soon".

View an Announcement

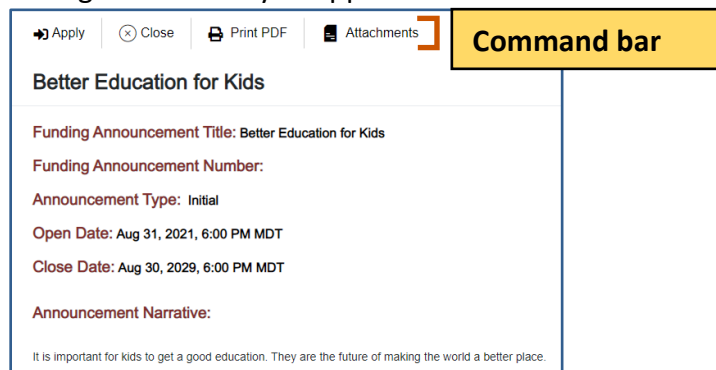
- From the site map, click **Funding Announcement** . The Funding Opportunity for Applicant page appears.







- Optional:** Use the search bar to find an announcement.
- Click **View** . The Funding Announcement Narrative appears.







Use the command bar to view information about the announcement. The command bar changes depending on whether you applied to the announcement.



Announcement Command Bar	Descriptions
Apply 	Apply to an announcement.
Close 	Close the announcement details.
Print PDF 	Print the announcement details as a PDF.

<p>Application Report Budget Report </p>	<p>View the application report, project summary, and applicant questions/responses. You only see this option if you have applied to the announcement.</p>
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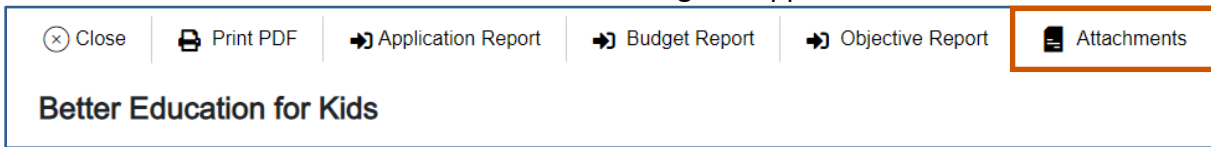
Announcement Command Bar	Descriptions
<p>Budget </p>	<p>View the budget report and see all the budget categories. You only see this option if you have applied to the announcement.</p>
<p>Objective Report </p>	<p>View the objective report. See the objectives, performance measures, and grant activities. You only see this option if you have applied to the announcement.</p>
<p>Attachments </p>	<p>View attachments associated with the application.</p>

4. Click **Close**  when you are done viewing the announcement details.



View Funding Announcement Attachments

1. Click **Attachments** . The Attachments dialog box appears.



2. Optional: Click the link to view the document.
Or

Click **Download**  to download the attachment. The attachment is downloaded.

