



ETHEL & JAMES

FLINN FOUNDATION

Online Grant Application & Reporting System Tutorial

Welcome to the Ethel & James Flinn Foundation Online Grant Application and Reporting System. This tutorial will walk you through the process of registering and submitting information through our Online Grant Application and Reporting System.

Please Note:

*As an organization, you may respond to multiple Request for Proposals (RFPs) but can only submit **ONE** application per RFP (with the exception of universities, hospitals, or governmental agencies with multiple departments and divisions).*



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User Registration

To begin the Online Grant Application Process you must register.

Registration is easy. Simply go to our "[Apply](#)" page and click on the specific RFP you would like to respond to. Once there, you will see an option to register for a new account, or to log in with an existing account:

Please Sign In

Welcome to our Online Grant Application and Reporting System.

If you are a first time user of our system:

- Enter your e-mail address
- Select "I am a new applicant"
- Click the "Continue" button

If you have an established account on this system:

- Enter your e-mail address
- Select "I am a returning online applicant"
- Enter your password
- Click the "Continue" button

E-mail Address:

- I am a new online applicant
 I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)



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User Registration

First Time Applicants:

Enter your email address and select the “I am a new online applicant” button. Then press “Continue”.


Returning Applicants:

Select “I am a returning online applicant” button and type your password in the “My password is:” field and press “Continue”.

E-mail Address:

I am a new online applicant
 I am a returning online applicant.

My password is:



[Forgot your password? Click here](#)

(You are allowed to submit one application for each open RFP. Once you have established an account, the system will force you to apply for subsequent RFPs as a returning applicant.)

(If you have already registered, but have forgotten your password, click “Forgot your password? Click here” and follow the instructions to gain access to the system.)



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User Registration

Once you type in your email address and hit “Continue”, you will be taken to the “Create an Account” page. You will be asked to confirm your email address and password (enter each one two (2) times).

Create an Account

An account allows you to access your saved and submitted applications at anytime. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail Address:

Confirm E-mail:

Password (minimum of 5 characters):

Confirm Password:

Create an Account



[Click here to go back to the login page](#)



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Tax Information

If you have entered the exact email and password twice, you will be taken to the Tax ID information page.

Please fill in your organization's Federal Tax ID number (which can be found on your IRS determination letter). If you enter an invalid Tax ID, an error message will appear. Please check your entry and verify the number before proceeding.

Note: If you have verified the Tax ID and still get a warning, the system will allow you to proceed the application process. Press "OK" to continue.

Please enter your organization's Federal Tax ID number, which can be found on your IRS determination letter. If you are unsure of your Tax ID, click the link to the IRS website for more information. www.irs.gov

Please enter your Tax ID:

OK



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Eligibility Quiz

After you have entered your correct Tax ID, you will be taken to the Eligibility Quiz. Answer all of the questions using the drop down options and select “Submit”.

Eligibility Quiz

Does this proposal improve the quality of care and services for individuals with mental illness?

recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code?

Which county does your organization primarily serve?

Does your organization have a current audited financial statement or in the process of obtaining one?

Submit



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Proposal Cover Sheet

You will then be taken to the first page of the application: Proposal Cover Sheet.

All required items will be marked with a red diamond. ♦ Please fill out all of the pages of the proposal. Once you complete the required application pages, you can select “**Printer Friendly Version**” or “**Email Draft**”. These options allow you to share your application with a 3rd party for proofing and reviewing.

♦ Required before final submission

Page **1** 2 3 Review My Application

Printer Friendly Version

Email Draft

Proposal Cover Sheet

The links across the top will allow you to review your application, print out your application or send a draft to someone else to review.

Reminder: You can always click save and finish later if your application is not complete.

♦ Organization Name

Please use full legal name as shown on your 501(c) (3) or other qualified tax-exempt status designation

♦ Street Address



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Proposal Cover Sheet – Grant Request Amount

If you enter grant request amounts that fall outside of the allowable ranges outlined in the RFP you will get the following error message and be asked to correct the problem before you can proceed with the application.

*Instead, the page will re-load with a warning: **Please correct the problem indicated below.** and a red arrow indicator next to each item that has not been correctly filled out.*

→ Year 2 Amount
Error message will appear here in red



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Proposal Information

You will be asked to complete the Proposal Information section of the application. Each description field will only accept a limited quantity of information.

For best results, make sure to count your words in a text editor before copying them into this application.

◆ Describe the organization's mission, history and accomplishments.

500 words or less



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Saving Your Information

If you would like to pause your application process, but wish to save your information, scroll to the bottom of any of the “Proposal” pages. You will find a “Save & Finish Later” and a “Next” button. Click “Save & Finish Later” to store all of the information you have put in. You may return to your account by logging into our system directly at https://www.grantrequest.com/SID_1298?SA=AM or by going to our website’s “Apply” page and clicking on the Returning Applicant link.



*Once you return and log in, you will see all of the current applications which have been started under your account. Simply click the Application Name link to re-enter the application. You can also **delete** your application, or **email** your application to another person for review using the buttons in the **Action** column.*

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
The Flinn Foundation Evidence-Based RFP			20104	04/12/2011	



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Attachments

After completing the Proposal Information section of the application, you will be required to submit the following four attachments .

Please note the following restrictions:

- 1. Total size of combined attachments must be less than 75MB.*
- 2. Documents must be uploaded from your computer. You will not be able to link from an external source (such as a web page).*
- 3. Please upload only standard document formats. File extensions such as .exe, .com, .vbs, or .bat cannot be uploaded.*

Attachments

The following items must be included prior to submitting:

- a. Executive Summary of the proposal (no longer than two pages)
- b. Detailed project budget using the Flinn Foundation's Budget Form (see link at the top of the screen)
- c. Financial Audit conducted by Independent Certified Public Accountant
- d. List of current Trustee and Board Members



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Application Completion & Submission

Once all four required attachments are uploaded , you will be ready to submit your completed application. Click “Review & Submit” (if information is missing an error message will appear and ask you to correct the problem). Click “Submit” to confirm that all is correct.

Once your application is successfully submitted, you will see it on your main screen under “Submitted” applications. From here, you may view a summary of your application information.

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
The Flinn Foundation Evidence-Based RFP			20104	04/25/2011	
The Flinn Foundation Evidence-Based RFP			20110	04/18/2011	

Submitted

These applications have already been submitted. To view a summary of the application information, click the application name.

Application Name	Project Title	Requested	ID	Submitted	Action
The Flinn Foundation Evidence-Based RFP				04/25/2011 2:18:54 PM	



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Finished!

Congratulations! You have successfully completed our Online Grant Application Process. An email confirmation will be sent to you shortly after completion.

Your grant application will be reviewed and considered for approval at our September Board of Trustees meeting. During the review process, staff may contact you for additional information. We will notify you by email shortly after the meeting with a decision to fund or decline your grant request.

If you have any questions about the Online Grant Application Process, please do not hesitate to call us at (313) 309 -3436 or visit www.flinnfoundation.org/apply.