

# Grant Applicant Help

## Grant Policies and Process

Review the information provided to assist you in the application process.

### [Anti-discrimination Policy](#)

The Robert Glenn Rapp Foundation is unable to fund organizations or projects with written policies that discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religious creed, national origin, physical or mental disability, or protected veteran status, or any other characteristic protected by law.

### [Deadlines](#)

Letters of Inquiry are due by May 31, 5pm CST.

Full Grant Applications are due by August 31, 5pm CST.

All applications are deactivated on the last day of the grant cycle. Allow yourself plenty of time to complete the application and ensure that you are able to access the login page with ease.

Once your application has been submitted, an initial email is sent indicating that your application has been received. If you do not receive this email confirmation, refer to the troubleshooting tips within this document.

## Applications

All applicants are first directed to the grantrequest.com login page prior to accessing an application form.

Note: If the specific application contains **Outcomes** enabled measurements, you are instead taken to the Blackbaud sign in page.

### [New applicants](#)

Enter the email address to be associated with your account. All email correspondences are sent to this address.

Select 'New Applicant?' and the system prompts you to create a password. Record your login ID (email address) and password so that you can login and access any saved applications or requirements in the future.

If you are a grant writer for multiple organizations, use a different email address for each organization.

If you complete the New Applicant section and receive the error 'Invalid e-mail or password', that email address already has an account. Click the **Forgot Password?** link below to reset the password.

### [Returning applicants](#)

Enter your login ID (email address) and password to begin the application process. If you have forgotten your password, click on the **Forgot Password?** link to have an automated email sent to your email address. If you do not receive this email response, refer to the troubleshooting tips within this document.

### [New Letters of Inquiry & Applications](#)

Start a new Letter of Inquiry by selecting the link on our website.

Start a new Grant Application upon approval by using the link provided to you.

### [In Progress Applications](#)

Login to grantrequest.com using your account's email address and password.

On the Applications page, click on the application name to continue working on an application you've already started.

Use the Action menu (far right column) to:

1. Delete a duplicate or unsubmitted application
2. Email a copy of an application to someone else to review

### Submitted Applications

To view submitted applications, use the dropdown menu to switch from In-Progress to Submitted.

Submitted applications are read only. If you need to make a change, contact our grants manager.

## Requirements

All grants require the signing and submission of one or more requirement forms before the grant can be approved and any payment is released. Grant conditions forms must be read, signed, and submitted by an officer/director/trustee of the organization who is legally authorized to execute a contract on behalf of the organization, such as the Executive Director, CEO, Board President, Managing Director, etc.

1. Login to your grantrequest.com online account using the same email and password your organization used to submit its application.
2. Once logged in, click the **Requirements** tab at the top of the page.
3. Use the drop-down menu to select between **New**, **In Progress**, or **Submitted**.

### New Requirements

Any new requirement forms are listed as a link.

1. Click the form name to open the form.

**Note:** Once you open the form – whether or not you make changes – it is moved to the **In Progress** requirements list. If you logout and return later, the form is listed under **In Progress**.

2. If the form needs to be reviewed by legal counsel or someone else before it can be signed and submitted, click **Email** in the Action column at the far right.
3. Read through the form, complete the fields at the bottom, and click **Finish & Review**.
4. Review the fields, then click **Submit**.

### In Progress Requirements

Any requirement forms you have opened and worked on but have not yet submitted are listed here.

Click the form name to open and continue working on it.

### Submitted Requirements

After you've reviewed and submitted your report or requirement,

- A confirmation in orange letters is displayed at the top of the page.
- The form is moved to the Submitted Requirements section of the dropdown menu.
- A confirmation email is sent to you.

**Note:** If you believe you have submitted a requirement, but have not heard back from the foundation, check in the In Progress section to make sure it was submitted.

## Transferring Login Accounts

If an individual has left your organization that had access to application history and a new employee needs access to that information, contact us and we can transfer your organization's application history to a new account.

If multiple people from your organization need to access this information, we recommend you create a general email address with a correlating login to our system so that multiple people can access the information.

## Troubleshooting Tips

Limit your use of bullets and other formatting in **Note** fields of application and requirement forms.

Your email account (user ID) must allow for automated emails so you can receive correspondence from our online grant system. If you are not able to receive automated emails from our system, your email account is identifying our automated emails as junk.

Add the email addresses below to your address book and also notify your information technology (IT) department (or the department that controls system proxy settings) and have them allow for emails from these addresses as well.

mail.grantapplication.com

mail.grantrequest.com

## Frequently Asked Questions

### [I have forgotten my password. How do I reset it?](#)

Click the **Forgot Password?** link available on the account login page.

### [Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?](#)

If you do not receive this, check your Junk email folder or ask your email administrator about filter settings. Any emails from mail@grantapplication.com must not be blocked.

### [How do I access a saved application so that I can complete and submit it?](#)

Login to grantrequest.com using your account's email address and password.

### [Can I spellcheck the narrative I include on my application?](#)

Yes. Use the red checkmark button (where available) to spell check your narrative.

### [Can I copy and paste into an application that I have started?](#)

Yes. However, the word count feature is not entirely accurate when you do this. It is recommended to enter your essay question answers directly into the application.

### [How do I know my application was received?](#)

After you submit the application, an email notification is sent stating that the proposal was received. If you do not receive this email check your Junk email folder or ask your email administrator about filter settings. Any emails from mail@grantapplication.com must not be blocked.

### [How do I notify you if my contact information changes after I submit my online application?](#)

Contact us directly at: 405-525-8331 ext. #4

### [How do I access an online Requirement?](#)

Log in to your account. Then, click the **Requirements** tab. Use the dropdown menu to select **New**.

### [Why do I not see my Requirements on my account page?](#)

When you first login to your My Account page, the Applications tab is selected. To view any new Requirements, click the **Requirements** tab and select New, In Progress, or Submitted from the dropdown menu.

### [Are there examples of programs funded through your foundation?](#)

#### [What are the funding ranges?](#)

We defer to the expertise of the applicants to educate us on the funding needed to run a successful program. Applications are reviewed on a case-by-case basis, focused on outcomes and impact. The request amount must reflect the effectiveness of the proposed program and consider the specific needs and challenges of the communities involved.

### [Is funding available for multi-year commitments or only single-year commitments?](#)

Funding occurs annually although we do consider multi-year requests. Receiving funding this year does not disqualify you from being considered for funding in the future.

### [Do you award grants to individuals?](#)

No. Funding is awarded only to 501(c)3 organizations.

### [My organization is not a 501\(c\)\(3\), however we do hold a similar tax exempt status. Can we apply?](#)

If you hold a tax exempt status similar to a 501(c)3 status (such as a university), submit your tax status documentation with your funding request for review.

### [I received the following error message when I tried to set up a new account: Invalid e-mail or password.](#)

If you have attempted to login with the wrong password several times, the account is disabled. To reset the password and re-enable the account, click on the **Forgot Password?** link. An automated email is sent to your email address with a reset link.