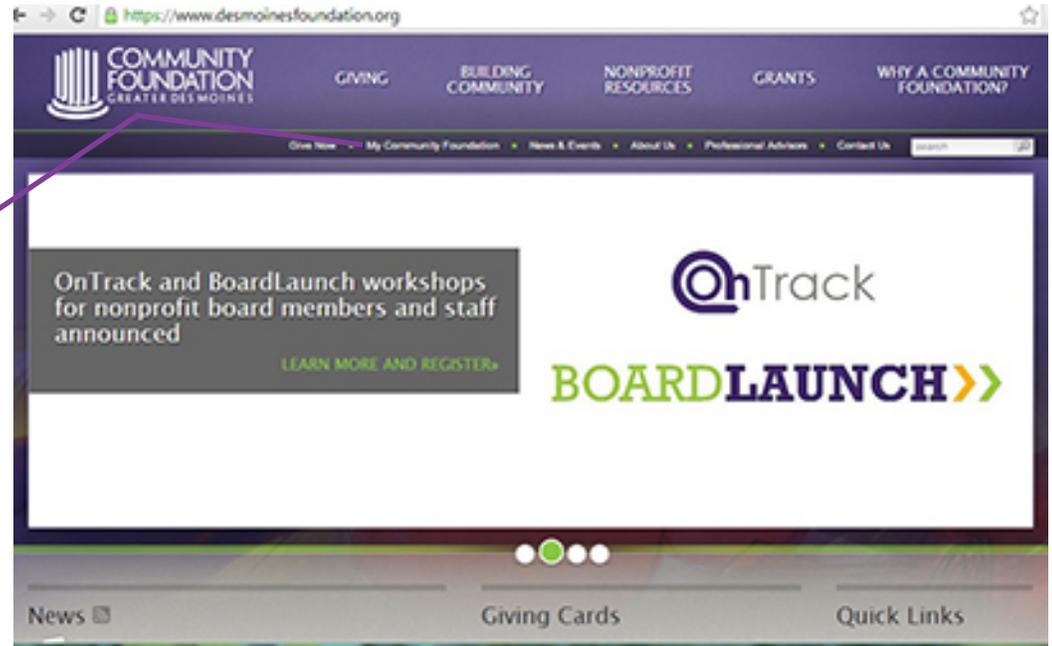




How to use Manage My Grants

Your personal online tool for managing your organizational profile and Community Foundation of Greater Des Moines grant applications.



Getting Started

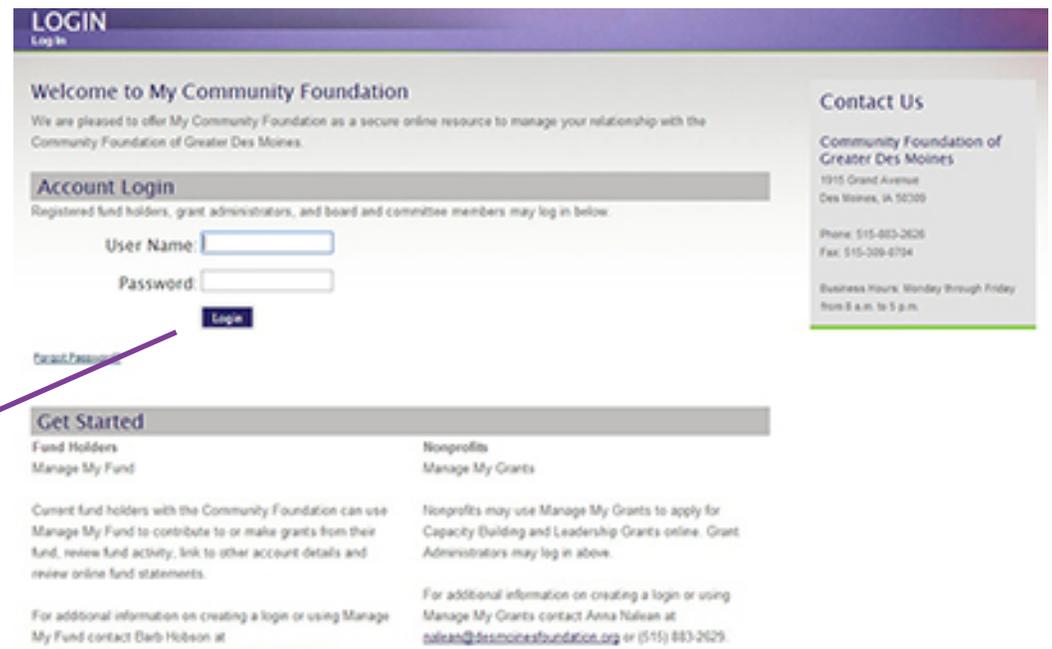
To log on to Manage My Grants, click **My Community Foundation** on the homepage of the Community Foundation's website at www.desmoinesfoundation.org.

Entering Your User ID and Password

Enter the User ID and password you received from the Community Foundation.

If you need this information, contact the Community Foundation at 515-447-4219. The first time you sign on you will be prompted to change your password.

Then click log in.



Manage My Grants Organizational Dashboard

This page outlines all you can do while logged on to Manage My Grants.

You can:

- * access **Quick Links** to manage grant applications.
- * modify your **Organizational Profile**.
- * view **Outstanding Grant Application Requirements** and the status of current grant applications.

From the menu on the left side of the screen you can navigate to a variety of areas of Manage My Grants including **Apply for a Grant**. To apply for a Community Foundation grant you will select **Apply for a Grant** and then answer a series of questions to determine grant eligibility for our programs.

Application Questions

On this page you can complete each section of the online grant application by selecting the appropriate hyperlink. Each grant application section provides the opportunity to save & resume later, print and save and continue to the next section.

If your organization has completed an **Organizational Profile** you will notice as you complete your grant application that certain fields may automatically populate. If any of the automatically populated information is not correct, please contact the Community Foundation.

To return to the **Application Questions** screen from any of the individual sections, simply select **My Application Drafts** from the menu on the left side. Then select the appropriate grant application by clicking the edit button found under actions.

Grantmaking Priorities

Manage My Grants

- Apply for a Grant
- My Application
- Drafts
- Upload Documents
- Submitted
- Applications
- Grant Payment
- History
- Organization Profile
- My Individual Profile

Grant Evaluations

Recently Funded Projects

Step 2: Upload Documents

Below is a listing of all additional documentation required for grant submission. Grant applications are not considered complete until all required documents are submitted and checkmarked (✔) below.

Requested Documentation:

LOI 7.3 - 81678

✔ 3 out of 3 requirements complete.

- Id: [81678](#)
- Date: 7/3/2014
- Status: Received
- ✔ [Updated Project Budget](#)
- ✔ [Organization's Board of Directors contact information](#)
- ✔ [Organizational Budget](#)

CB 7.2 - 81677

✔ 4 out of 4 requirements complete.

- Id: [81677](#)
- Date: 7/2/2014
- Status: Received
- ✔ [Updated Project Budget](#)
- ✔ [Board of Directors contact information](#)
- ✔ [Organizational Budget](#)
- ✔ [Consultant Work Plan](#)

Test 6.24 2 - 81673

❗ 1 out of 4 requirements complete.

- Id: [81673](#)
- Date: 8/30/2014
- Status: Received
- ✔ [Updated Project Budget](#)
- ❗ [Board of Directors contact information](#)
- ❗ [Organizational Budget](#)
- ❗ [Consultant Work Plan](#)

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Upload Documents

For your grant application to be considered complete you must ensure all requested documentation has been uploaded to Manage My Grants.

To upload a required document:

- * select the hyperlink of the required document.
- * on the next screen click on select and then choose the appropriate document from your computer.
- * choose upload to add the correct document to your application.

A green circle with a check mark indicates the required document has been successfully uploaded, while a red circle with an exclamation point indicates the document still needs to be updated.

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Grant Payment History

Below is a listing of all grant payments made to your organization from funds held at the Community Foundation. Grants made by Community Foundation funds are accompanied by a Transaction ID. Grants made through our competitive grant programs are accompanied by an Application ID and Project Name.

More information about grant payments is available using the links below to create an Excel spreadsheet or .pdf file.

More information about these payments is available using the exporter below to create a detailed Excel or PDF file.

Duration: [Advanced Search](#)

Application ID	Application Project Name	Amount	Status	Created	Issued	Cleared	Transaction ID
No records to display.							

[Export to Pdf](#)

[Export to Excel](#)

Submitted Applications & Grant Payment History

Submitted Applications along the left menu allows you to view a historical listing of all grant applications.

Grant Payment History provides information on all grant payments made to your organization from funds held at the Community Foundation. This includes grants made through our grantmaking program as well as grants recommended to your organization from funds established by our donors. You can export this listing as a Pdf or Excel document for your records.

Grantmaking Priorities

Manage My Grants

- [Apply for a Grant](#)
- [My Application](#)
- [Drafts](#)
- [Upload Documents](#)
- [Submitted Applications](#)
- [Grant Payment History](#)
- [Organization Profile](#)
- [My Individual Profile](#)

Grant Evaluations

Recently Funded Projects

Organization Profile

Below is the information the Community Foundation of Greater Des Moines has been provided on behalf of your organization. Please ensure the Organization Profile is complete. The Organization Profile is viewable by Community Foundation fund holders as they recommend grants to organizations meeting their charitable interests.

If any of this information is incorrect or incomplete, please email info@desmoinesfoundation.org.

Organization Details	Addresses	Communications
<h3>Organization Profile</h3> <p>Community Foundation of Greater Des Moines 1915 Grand Avenue, Des Moines, IA 50309 Website: http://https://www.desmoinesfoundation.org/ Tax Id: 42-6139033</p> <p>Edit Organization Profile</p>		

Organization Profile

Your **Organization Profile** must be completed as a requirement of submitting a Community Foundation grant application.

The information provided through your **Organization Profile** is also made available to Community Foundation fund holders as they review potential organizations to support through grant recommendations.

To edit your **Organization Profile** select the Edit Organization Profile button.

Grantmaking Priorities

Manage My Grants

- [Apply for a Grant](#)
- [My Application](#)
- [Drafts](#)
- [Upload Documents](#)
- [Submitted Applications](#)
- [Grant Payment History](#)
- [Organization Profile](#)
- [My Individual Profile](#)

Grant Evaluations

Recently Funded Projects

My Individual Profile

Below is the information the Community Foundation has on file for you. If any of this information is incorrect, please email info@desmoinesfoundation.org.

Personal	Addresses	Communications	Change Password	Change Secret Question
<h3>Personal Information</h3> <p>Title Mr.</p> <p>First Name Ted</p> <p>Middle Name</p> <p>Last Name</p> <p>Suffix</p>				
<h3>Other</h3> <p>Company Community Foundation of Greater Des Moines</p> <p>Job Title Connecting Kids and Culture Coordinator</p> <p>Date Of Birth _____</p>				

Individual Profile

The **Individual Profile** lists the business and/or personal information for an organization's grant administrator. An organization's grant administrator is determined during their meeting with the Community Foundation's community investment staff.

The individual listed under **Individual Profile** as been determined by the organization to serve as the primary contact for Community Foundation grantmaking purposes.