



Ann Arbor Area Community Foundation

NONPROFIT PORTAL USER GUIDE

USE OF THE NONPROFIT PORTAL

The NonProfit Portal is a tool on AAACF's website for nonprofits to learn about grant cycles, apply for grant programs, and stay connected to AAACF. The NonProfit Portal can help with finding information on when grant programs open, eligibility, funding priorities, and guidelines. Additionally, being registered will ensure that your nonprofit does not miss out on AAACF mailings pertaining to nonprofits and will give you access to update your address/communication information with us directly.

GENERAL INFORMATION

At the bottom of each page of the application please make sure to click "Save & Go Next" if you would like to continue to the next page and "Save & Return" if you would like to take a break from working on the application.

Please be aware that the application does not auto-save and **a session will time out after 25 minutes of inactivity.**

Character limits for each of the questions are noted above the response boxes, and all answers will be cut off at the limit. Please be mindful of this especially if copy-pasting text from another document.

If you have any technical issues or questions, email **Zac Smith** at zsmith@aaacf.org.

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REQUESTING A LOGIN FROM AAACF

Before applying for a grant, all nonprofit organizations must fill out an intake form to receive login credentials for the portal. To find the form, navigate to www.aaacf.org/nonprofit_grants on the AAACF website and click on **“Registering your nonprofit.”**

The screenshot shows the AAACF website's navigation menu at the top with options like 'GIVE WHERE YOU LIVE', 'ADVISOR RESOURCES', 'GRANTS & SCHOLARSHIPS', 'IMPACT & INITIATIVES', 'ABOUT', and 'GIVE ONLINE'. The main content area is titled 'How to Apply' and includes a sidebar with links such as 'Grants & Scholarships', 'Grants Overview', 'Grant Directory', 'Grantee FAQs & How to Apply', and 'Scholarships Resources & How to Apply'. The main text outlines three steps: Step 1: Register your nonprofit, Step 2: Review grant programs, and Step 3: Apply for a grant online through our NonProfit Portal. A red arrow points to the first step.

Complete the form and click **“Submit.”** It may take AAACF staff up to five business days to send login credentials (We recommend less than 4-5 logins per NonProfit to avoid issue in applications and editing information).

The screenshot shows the 'Grant Applicant Login Request Form' in the NonProfit Portal. The form includes instructions: 'If your organization has not used the NonProfit Portal before, to obtain a username and password to access the online grant application, please provide the following organizational information and click **Submit**. You may request more than one login per organization. When you complete the form below, a request for login information will be sent to our staff and we will respond within five business days of your request.' A note states: 'Note: If your organization has already registered to use the NonProfit Portal but you would like to add or change authorized users, do not use this form. Instead, please email Zachary Smith at zsmith@aaacf.org.' The form fields include: 'Organization's Legal Name:' with a text input field, 'EIN #:' with a text input field, and 'Field of Interest:' with a dropdown menu showing 'Please select one'. There is also a partially visible 'Additional Field of:' label at the bottom.

LOGGING INTO THE NONPROFIT PORTAL

Navigate to www.aaacf.org/nonprofit_grants. Click “NonProfit Portal” in Step 3.

PRINT

Grants & Scholarships

Grants Overview

Grant Directory

Grantee FAQs & How to Apply

Scholarships Resources & How to Apply

How to Apply

Step 1: Register your nonprofit.

Registering your nonprofit signs you up for emails regarding our grant programs and gives you access to the NonProfit Portal. If your nonprofit is already registered and you'd like to add or change users, please email us at grants@aaacf.org with the name, title and contact info for new users.

Step 2: Review grant programs.

Information about each grant program is available under [Grants Overview](#). When each grant cycle opens for applications, additional information will be posted online through a Request for Proposals (RFP).

Step 3: Apply for a grant online through our [NonProfit Portal](#).

Click the “LOG IN” button in the top right hand corner of the screen.

Ann Arbor Area
Community Foundation

Home Giving Opportunities **NonProfit Portal** Scholarships

NonProfit Portal

► Register Your Organization

Welcome to AAACF's NonProfit Portal
The Community Foundation is pleased to offer resources for our nonprofit partners.

Register Register your organization to receive your login credentials for access to the NonProfit Portal

Learn Explore the NonProfit Portal to find information about open grant cycles, eligibility, funding

Enter the User name and Password and click the “Login” button located below.

Ann Arbor Area
Community Foundation

Home Giving Opportunities Scholarships

► MY PROFILE

Account Login

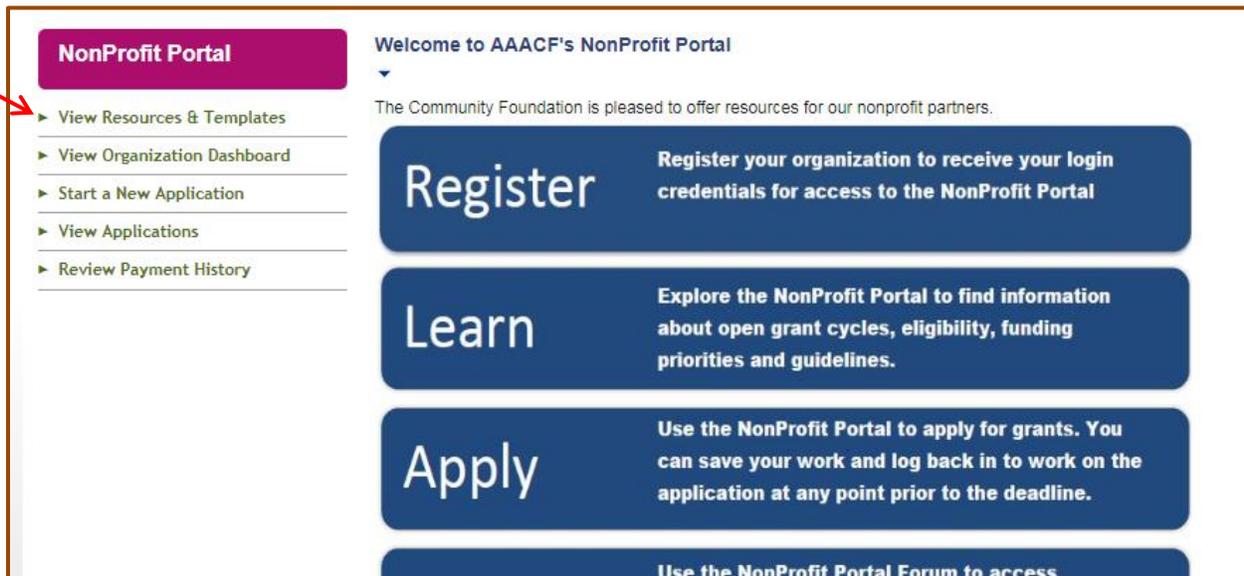
User

Password

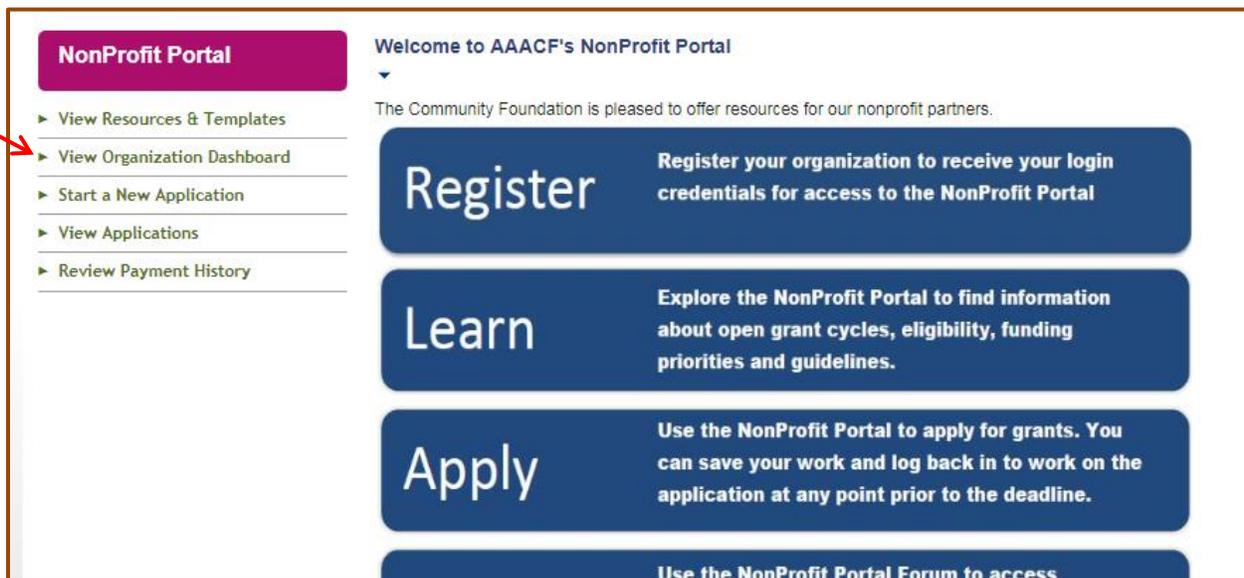
Login

NAVIGATING THE NONPROFIT PORTAL

On the left side of the page are five sub-headings. The first subheading is “**View Resources & Templates.**” Click on this heading to view instructions, sample applications, and additional resources.



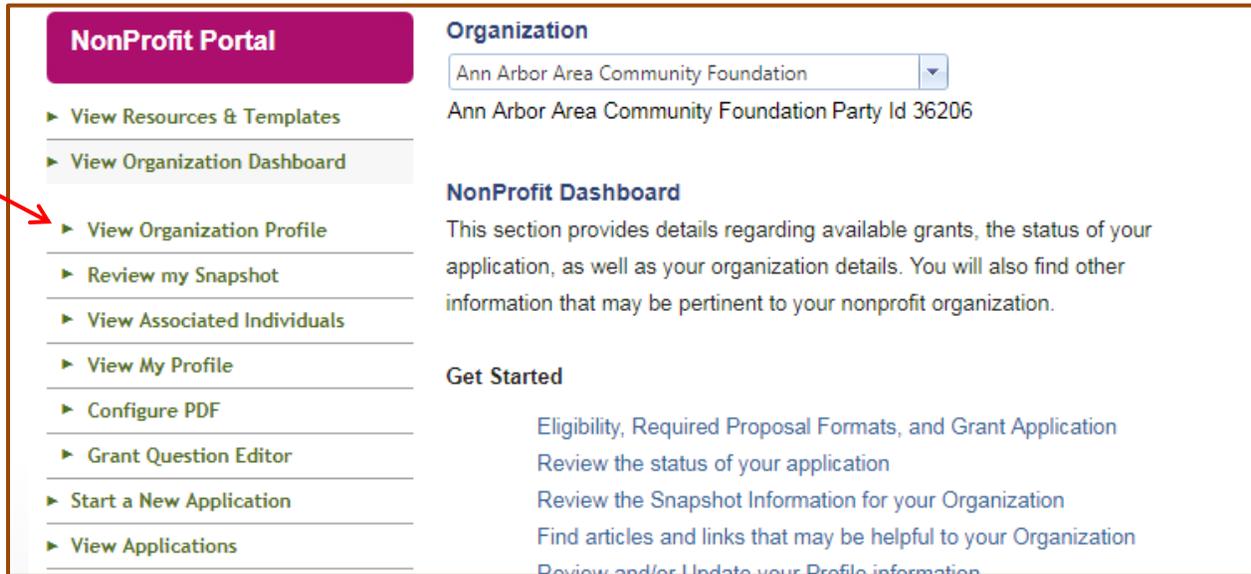
The second tab is titled “**View Organization Dashboard.**” This section provides details regarding available grants, application status, as well as organization details.



EDITING NONPROFIT INFORMATION

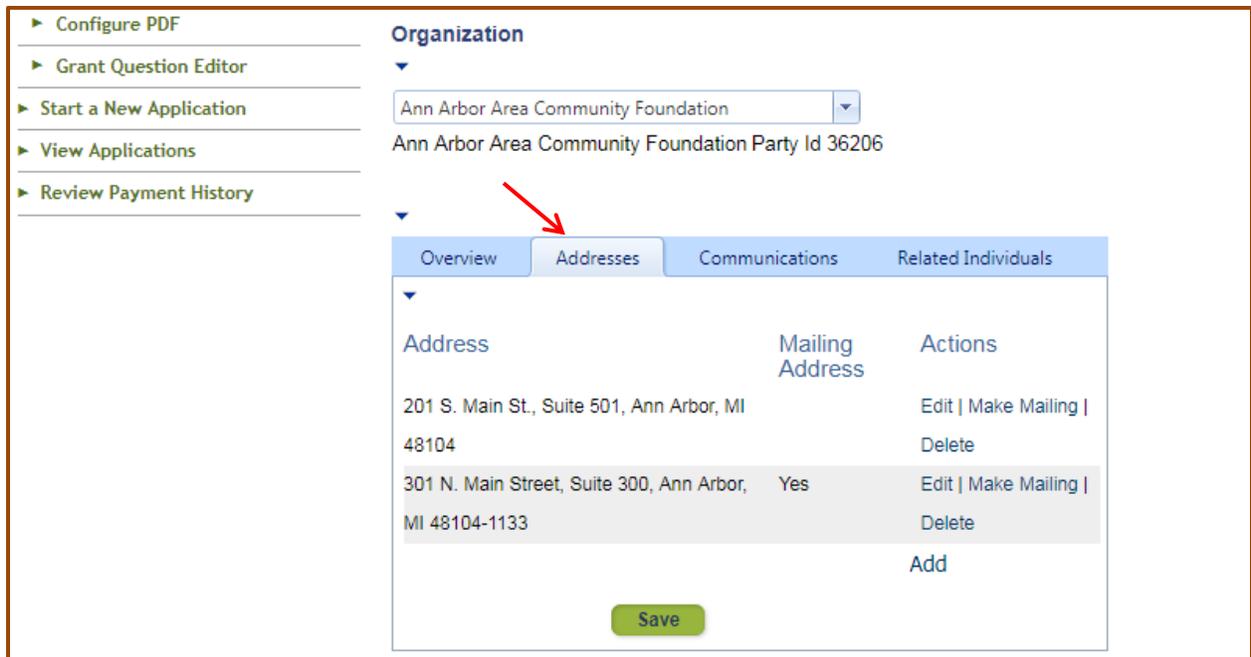
If you have a login to the nonprofit portal, then you have the ability to edit items on the “**Addresses**” and “**Communications**” tabs of the **Organization Profile**. We encourage you to update this regularly to ensure no communications or payments are missed or delayed.

Click “**View Organization Dashboard**” (as seen in the above section) and then click “**View Organization Profile**”



The screenshot shows the NonProfit Portal interface. On the left is a purple navigation menu with the following items: View Resources & Templates, View Organization Dashboard, View Organization Profile (highlighted with a red arrow), Review my Snapshot, View Associated Individuals, View My Profile, Configure PDF, Grant Question Editor, Start a New Application, and View Applications. The main content area is titled "Organization" and shows a dropdown menu for "Ann Arbor Area Community Foundation" and the text "Ann Arbor Area Community Foundation Party Id 36206". Below this is a "NonProfit Dashboard" section with a description: "This section provides details regarding available grants, the status of your application, as well as your organization details. You will also find other information that may be pertinent to your nonprofit organization." At the bottom is a "Get Started" section with links: "Eligibility, Required Proposal Formats, and Grant Application", "Review the status of your application", "Review the Snapshot Information for your Organization", and "Find articles and links that may be helpful to your Organization".

Click on the “**Addresses**” or the “**Communications**” tab and then add, delete, and edit as needed. By clicking “**Make Mailing**” (or “**Make Primary**” on the Communications tab) you are selecting that address (or form of contact) as your preferred method. You can also see all individuals related to your NonProfit in the “**Related Individuals**” tab (“Primary Contacts” and “Grant Admins” have access to your organization in the Portal).



The screenshot shows the "Addresses" tab selected in the Organization Profile. The left navigation menu is partially visible, showing: Configure PDF, Grant Question Editor, Start a New Application, View Applications, and Review Payment History. The main content area has tabs for Overview, Addresses (selected), Communications, and Related Individuals. Below the tabs is a table with the following data:

Address	Mailing Address	Actions
201 S. Main St., Suite 501, Ann Arbor, MI 48104		Edit Make Mailing Delete
301 N. Main Street, Suite 300, Ann Arbor, MI 48104-1133	Yes	Edit Make Mailing Delete
		Add

At the bottom of the table is a green "Save" button. A red arrow points to the "Addresses" tab.

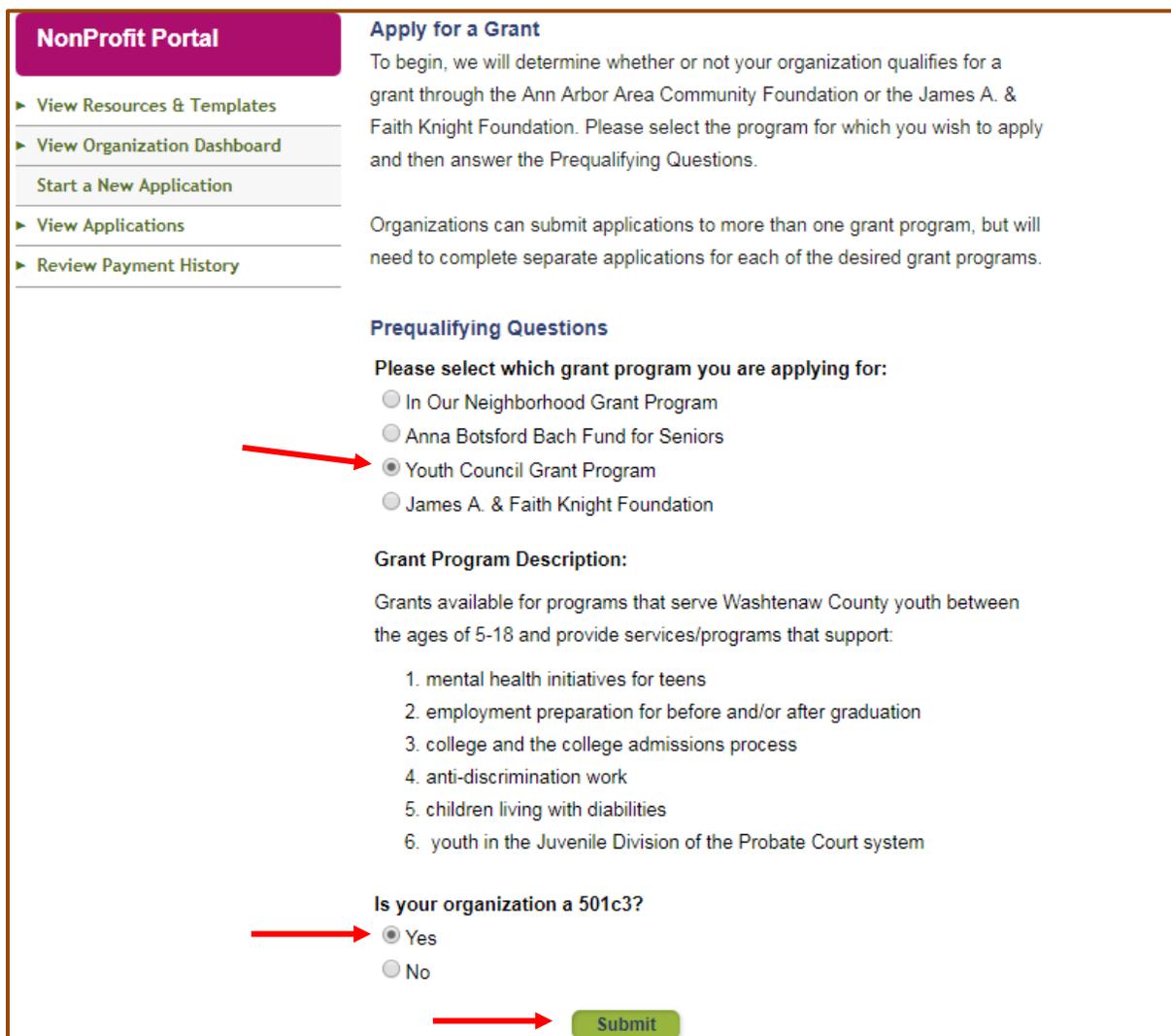
APPLYING FOR A GRANT

Please note that the examples in the guide may not apply to every application, but cover a range of sections and the general process of applying for a grant.

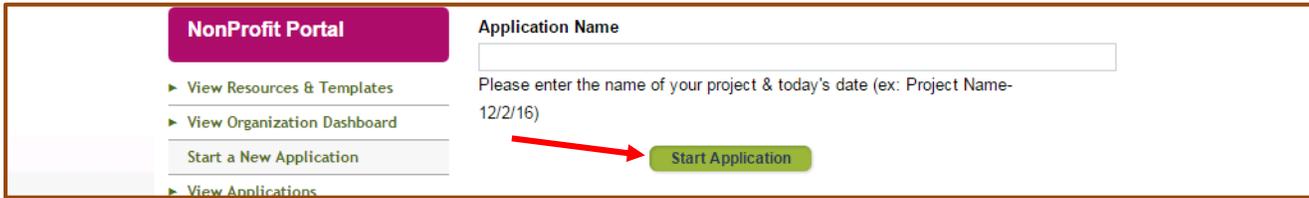
Click “Start a New Application” to begin the application process.



To see the Grant Program Description/Prequalifying Questions, you must select the grant program you are applying for first. Then, if you determine you are eligible, click the “Submit” button at the bottom of the page (Please note that applicants must repeat this step for each grant program they would like to apply to).

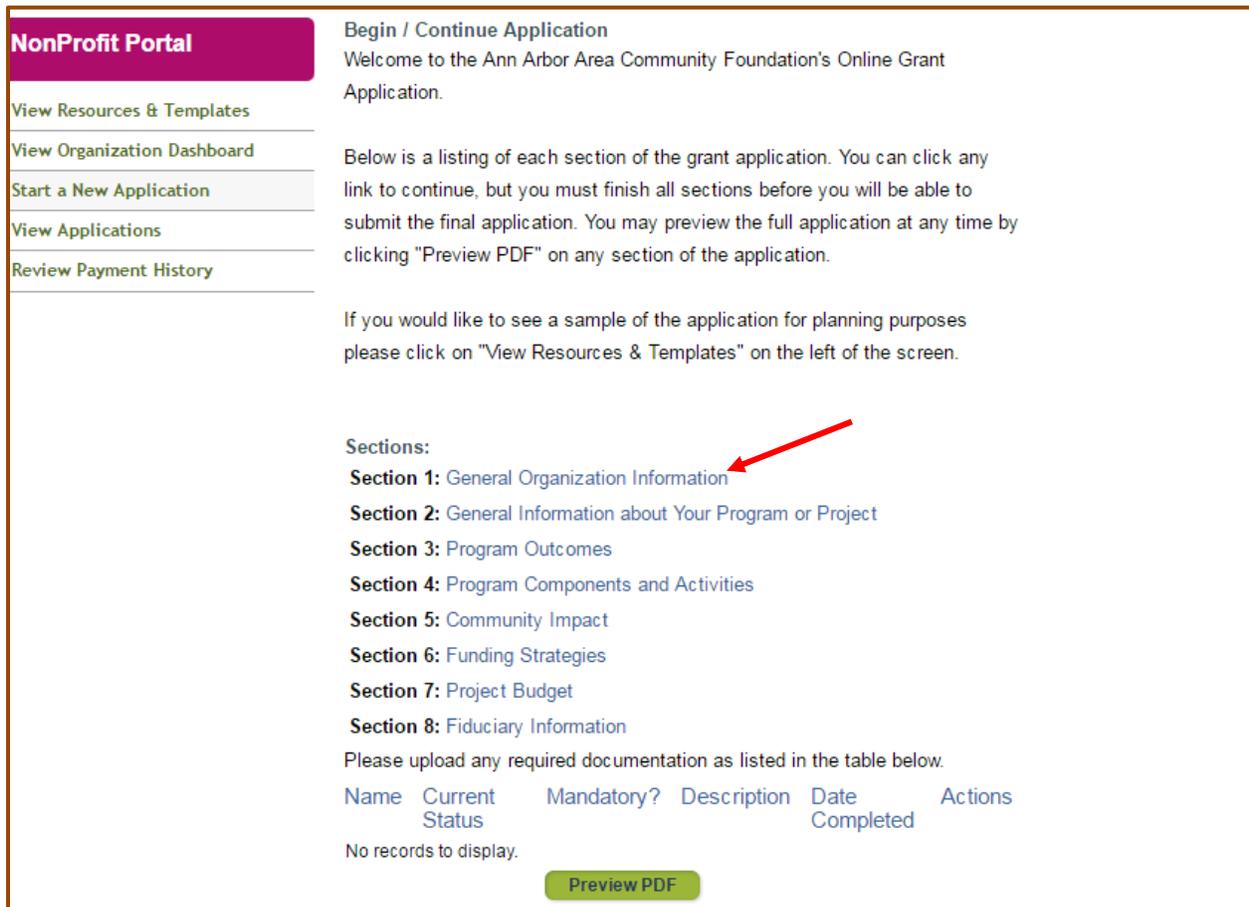


Enter the project name and today's date, but note that once you start your application, you will **NOT** be able to change this Application Name. Once the application name is entered, click "**Start Application.**"



The screenshot shows the 'NonProfit Portal' interface. On the left is a navigation menu with options: 'View Resources & Templates', 'View Organization Dashboard', 'Start a New Application', and 'View Applications'. The main area has a header 'Application Name' above a text input field. Below the field is the instruction: 'Please enter the name of your project & today's date (ex: Project Name-12/2/16)'. A red arrow points from the text to a green 'Start Application' button.

You will be brought to the application summary page where you can see each section of the application. Click "**General Organization Information**" to begin.



The screenshot shows the 'Begin / Continue Application' page. The left navigation menu includes: 'View Resources & Templates', 'View Organization Dashboard', 'Start a New Application', 'View Applications', and 'Review Payment History'. The main content area contains the following text:

Begin / Continue Application
Welcome to the Ann Arbor Area Community Foundation's Online Grant Application.

Below is a listing of each section of the grant application. You can click any link to continue, but you must finish all sections before you will be able to submit the final application. You may preview the full application at any time by clicking "Preview PDF" on any section of the application.

If you would like to see a sample of the application for planning purposes please click on "View Resources & Templates" on the left of the screen.

Sections:

- Section 1: General Organization Information** (indicated by a red arrow)
- Section 2: General Information about Your Program or Project
- Section 3: Program Outcomes
- Section 4: Program Components and Activities
- Section 5: Community Impact
- Section 6: Funding Strategies
- Section 7: Project Budget
- Section 8: Fiduciary Information

Please upload any required documentation as listed in the table below.

Name	Current Status	Mandatory?	Description	Date Completed	Actions
No records to display.					

A green 'Preview PDF' button is located at the bottom of the page.

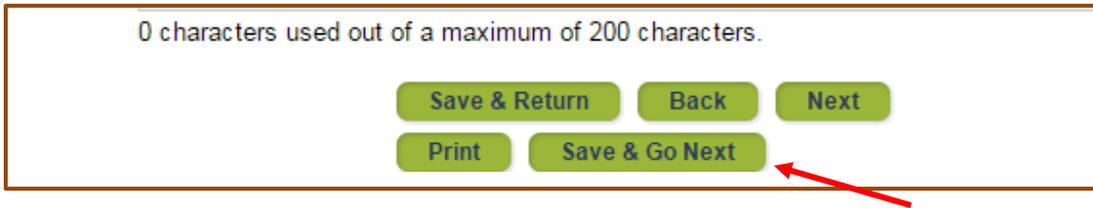
Complete all of the information in Section 1. All items in **BOLD** are required.



The screenshot shows the 'Section 1: General Organization Information' form. It contains the following fields:

- Project Name:** Project - 1/10/19
- Organization Legal Name:** Ann Arbor Area Community Foundation
- Organization Address:** (partially visible)

At the bottom of the page click **“Save & Go Next”** to move on to the next section or **“Save & Return”** to go back to the main application page, where you can review your progress. Please note that clicking **“Next”** or **“Back”** will not save the contents of your application.



Proceed through the remaining sections. As in Section 1, all items in **BOLD** are required. Please be aware of the character limits at the bottom of text boxes (if there is none, then there is no limit). We recommend leaving some remaining characters to be safe in avoiding any cut off of the end of your answer. This is especially recommended for those typing their answers in another document and then copying and pasting into the text box. We recommend typing directly in the text box and then copying that answer into your external document as a backup.

Some sections may have tables you will need to enter information into. To do this, you must click **“Edit”** on the right side of the table.

Projected Revenues:

Item	Amount	Actions
AAACF Grant Request		Edit
Govt. Grants/Contracts		Edit
Program Service Fees		Edit
Corporate Grants		Edit
Foundation Grants		Edit

A red arrow points to the "Edit" button in the first row.

Then you will be able to enter your answer and click **“Save”** to move on to the next line in the table. You may come back to the answer at any time before submitting by clicking the **“Edit”** button again.

Projected Revenues:

Item	Amount	Actions
AAACF Grant Request	<input type="text"/>	Edit Cancel Save
Govt. Grants/Contracts		Edit
Program Service Fees		Edit
Corporate Grants		Edit

A red arrow points to the "Save" button in the first row.

If you happen to miss a required answer in one of the sections, the summary page will indicate as such and you will not be able to submit while the section remains blank.

<p> Section 2: General Information about Your Program or Project</p> <p> Section 3: Program Outcomes</p> <p> Section 4: Program Components and Activities</p> <p> Section 5: Community Impact</p> <p> Section 6: Funding Strategies</p> <p> Section 7: Project Budget</p> <p>Section 8: Fiduciary Information</p>
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Currently, Community Grantmaking is the only grant program which requests or allows for document uploads. The uploads are not required because AAACF recognizes that not all nonprofits have the capacity or resources to create them. Please select which documents your organization has and provide an explanation at the bottom of the page of any documents you will not be submitting. Please note that the actual uploading of these documents will not occur until after submission of the application.

Section 5: Required Documents

Please select which of the required documents your agency will be including in the application. For required documents that you are unable to submit, please provide an explanation in the narrative selection below the list. *Required documents are to be uploaded after you submit the narrative sections.*

- Current Strategic Plan
- Leadership Succession Plan (emergency, short, and/or long-term)
- Resumes and/or CVs of your agency's Leadership Team (i.e. CEO, Executive Director, VPs, CFO, Board Chair, etc)
- Audited Financials - Last Three Years (Preferred)
- Unaudited Financials - Last Three Years (Not necessary if providing audited financials)
- Agency 990 - Last Three Years
- Current Agency Board Roster
- Current Fiscal Year Agency Budget

Please use the space below to share any additional information about the required documents and specifically include why your agency may not be submitting a particular document.

0 characters used out of a maximum of 650 characters.

[Save & Return](#) [Back](#) [Print](#)

Please complete **“Section 8: Fiduciary Information”** only if your organization does **NOT** have **501c(3) nonprofit status**.

Section 8: Fiduciary Information

Only fill in this section if your organization is applying with a fiduciary to serve as the fiscal agent for the grant funds (if awarded). To be provided only if this information is different from what is listed in your Organization profile.

Fiduciary Organization:

Fiduciary Contact Name:

When all sections of the application have a green check mark next to them click **“Preview PDF”** to review the application before clicking the **“Submit Application”** button. Please note your electronic signature will not appear on this document until after your final submission.

please click on [View Resources & Templates](#) on the left of the screen.

Sections:

- ✔ **Section 1:** General Organization Information
- ✔ **Section 2:** General Information about Your Program or Project
- ✔ **Section 3:** Program Outcomes
- ✔ **Section 4:** Program Components and Activities
- ✔ **Section 5:** Community Impact
- ✔ **Section 6:** Funding Strategies
- ✔ **Section 7:** Project Budget
- ✔ **Section 8:** Fiduciary Information

Please upload any required documentation as listed in the table below.

Name	Current Status	Mandatory?	Description	Date Completed	Actions
No records to display.					

After submitting on the previous page, you will be brought to a confirmation page where you will be asked to enter your name and date as an electronic signature on your application. After entering these, click **“Submit Application”** and your application will be complete. After this submission, your application will no longer be editable.

Type in your name (First Name & Last Name)

Date:

After submitting your application, you will not be able to edit any of the fields or change your responses.

- ✔ Section 1: General Organization Information
- ✔ Section 2: General Information about Your Program or Project
- ✔ Section 3: Program Outcomes
- ✔ Section 4: Program Components and Activities
- ✔ Section 5: Community Impact
- ✔ Section 6: Funding Strategies
- ✔ Section 7: Project Budget
- ✔ Section 8: Fiduciary Information

[View / Print PDF](#) [Submit Application](#) 

You will receive confirmation that your grant application has been submitted on the next screen and an email will follow shortly after. If your application included a **Required Documents** section, you will also see a message below your confirmation with a link to the Upload Documents page.

Application Complete

Thank you for submitting your grant application to the Ann Arbor Area Community Foundation.

Your application ID is 115381.

In addition to the narrative, we require several pieces of supporting documentation. Please visit the [Upload Documentation](#)  page to upload them now.

After clicking the link, you will see all the documents that are required to upload. Click on each one to go to the upload page (on the right) and select your documents.

Upload Supporting Documentation

Once you have submitted one or more applications, there will be a list below of all additional documentation The Foundation is requesting to support your application(s). *Your application is not complete until all mandatory requirements are checkmarked (✔) below.*

Application Requirements Summary
— TEST APPLICATION KV - 115381
🚫 1 OUT OF 7 REQUIREMENTS COMPLETE.

Id: 115381
Date: 2/1/2016
Status: Received

- ✔ Current Strategic Plan
- 🚫 Leadership Successin Plan
- 🚫 Financial Statements
- 🚫 Agency 990s
- 🚫 Resumes and/or CV
- 🚫 Current Agency Board Roster
- 🚫 Current Fiscal Year Agency Budget

Due
Wednesday, March 23, 2016

Upload Documents

ACCESSING EXISTING & SUBMITTED APPLICATIONS

When looking for an application that has already been started and was saved for later or has been submitted, click “**View Applications**” on the left-hand menu. If you are connected to more than one organization, please make sure to select the organization that the grant was submitted through. Then to open an application, click on the **App Id Number** directly (in this case: 140569).

NonProfit Portal

- ▶ View Resources & Templates
- ▶ View Organization Dashboard
- ▶ Start a New Application
- ▶ View Applications**
- ▶ Review Payment History

Review the Status of Your Application(s)

This page will present, in real time, the status of your grant application(s). If you did not submit your application through our website, please contact us to check your status.

Your application may not be submitted until all mandatory documents have been uploaded.

While the information presented here does represent your application's current status, please do not consider your request approved *until you have received written notification from the Ann Arbor Area Community Foundation.*

Organization

Ann Arbor Area Community Foundation

Ann Arbor Area Community Foundation Party Id 36206

Search

Range: Last 6 Months

[Advanced Search](#)

My Applications

App Id	Application Name	Program	Application Date	Amount	Approved Date	Status	App PDF
140569	Sample Application	Cultural Economic Development Grant Program 2018	11/19/2018	\$0.00		In Process	
140476	Test Project 1	Cultural Economic	11/14/2018	\$0.00		In Process	

If the application is still in progress, you will be brought to the application summary page as you were when you first started the application.

NonProfit Portal

- ▶ View Resources & Templates
- ▶ View Organization Dashboard
- ▶ Start a New Application
- ▶ View Applications
- ▶ Review Payment History

Begin / Continue Application

Welcome to the Ann Arbor Area Community Foundation's Online Grant Application.

Below is a listing of each section of the grant application. You can click any link to continue, but you must finish all sections before you will be able to submit the final application. You may preview the full application at any time by clicking "Preview PDF" on any section of the application.

If you would like to see a sample of the application for planning purposes please click on "View Resources & Templates" on the left of the screen.

Sections:

- ✔ Section 1: General Organization Information
- ✔ Section 2: General Information about Your Program or Project
- ✔ Section 3: Program Outcomes
- ⚠ Section 4: Program Components and Activities
- Section 5: Community Impact
- Section 6: Funding Strategies

If the application is completed, you will be given the option to preview your application in a PDF by clicking **"Print PDF."**

NonProfit Portal

- ▶ View Resources & Templates
- ▶ View Organization Dashboard
- ▶ Start a New Application
- ▶ View Applications
- ▶ Review Payment History

Begin / Continue Application

Welcome to the Ann Arbor Area Community Foundation's Online Grant Application.

Below is a listing of each section of the grant application. You can click any link to continue, but you must finish all sections before you will be able to submit the final application. You may preview the full application at any time by clicking "Preview PDF" on any section of the application.

If you would like to see a sample of the application for planning purposes please click on "View Resources & Templates" on the left of the screen.

Please upload any required documentation as listed in the table below.

Name	Current Status	Mandatory?	Description	Date Completed	Actions
No records to display.					

[Print PDF](#)

STAFF CONTACT INFORMATION

We hope this guide has been helpful in navigating the grant application process. If you have any questions not addressed in this guide, please contact **Zac Smith** (zsmith@aaacf.org). For any grant specific questions, please contact the staff contact for your particular grant (found on the [Grant Overview Page](#)). Thank you!