Creating an Account Guide
Note:

Please note that you will not be able to apply for funding the same day that you sign up for your grantee portal account. It will take up to three days after sign up for you to be able to access your account.
Starting at the portal screen, scroll down and click on the "Create an account now" button.
You will be taken to an "Eligibility Criteria" quiz. If you do not pass this quiz, you will not be able to access the next step of inputting your organization information.
Using the drop downs, respond to the four statements in the Eligibility Quiz with a yes or no response.
Hit the "Submit" button
Once you pass the eligibility criteria, you will be asked to input your organization information. First, input your organization name.
Then input your organization street address. The country will be automatically filled in, but you will need to input the state using the drop down.
Next, input your organization phone number and email. Then, input your tax ID.
Next, input your organization mission statement and a brief summary of your organization.
Last, you will input your primary contact info, including your first and last name, phone and email.
Hit submit request to submit your info. You will receive an email in 2 to 3 business days to set up a password for your account.