NW CHILDREN'S FOUNDATION
Making hope work.

How to Apply

NW Children's Foundation (NWCF) has recently adopted an online grants management and application system. Applicants log into this eGrant system to create an account with NWCF, and to submit and manage new requests. All of our final reports and any other "follow-ups" associated with a grant are also submitted through the system. We are always happy to discuss any questions or special issues (office@nwcf.org / 206-682-8447).

eGrant System

Apply here!

Creating your online account

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. At the time of registration, you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer

Tips for Registration

- The ***user/applicant*** is the person responsible for initiating/completing the grant request for the organization (this may be a Grant Writer, Development Director, Executive Director or other staff)
- The email address used will be your login and you will set your own password. **This email address will receive important notifications regarding the application.**
- The ***primary contact*** is the Executive Director/CEO
- Once registered, you may add collaborators to help edit a grant request, re-assign a specific grant request to a different user, or make changes to your organization's mailing address or other information within the portal.
- **Important**: To ensure you receive all emails from NWCF, including those through our eGrant system, please add administrator@grantinterface.com and the domain @nwcf.org to your safe senders list.

Managing your online account – for organizations

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration.

Managing your online account – for users

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards
- A user account can only be connected to one organization at a time. The system allows each unique login (email address) to be tied to only one organization at a time. For the same user to have logins associated with multiple organizations, please set up a different email address for each one. If you do not have organization-specific email addresses for the various organizations you contract with, you can try this tip for creating multiple email addresses from a single Gmail address by adding periods or plus signs into the email name. Feel free to contact us for help or suggestions.
- If your password is lost use the "Forgot Password" link on the login page to reset it.
- Once you are logged in, you can change your password by clicking the "Edit Profile" link in the dropdown menu (displaying your name) in the upper right corner of your dashboard. You may also update your email address/mailing address/phone number in this area.

Helpful tips when applying

- For the best user experience when accessing our eGrant system, we suggest using one of the following browsers: Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.
- We encourage you to through the FAQs before beginning the application process.
- More than one user may work on the same LOI. Once you've started your LOI you will see a Collaborate button at the top of the page. This can be used to invite other people to work on the request with you. View this short video tutorial for more details.

Tips for submitting a Letter of Inquiry (LOI)

- To begin a new LOI for the Fall 2019-20 Cycle, click the blue “Apply” link at the top right of the page for the “Fall 2019-20 Cycle”.
- We recommend preparing responses in a Word document, and then cutting and pasting the information into the form, to avoid any loss of data. The LOI questions are on the Letter of Inquiry page of our website.
- Character limits on forms include spaces.
- Formatting in word (bullet points, bolded text etc.) will not carry over into the eGrant form.
- Required fields are denoted with an asterisk (*). If a required field is left blank on the LOI form, the eGrant system will not process the request. A dialog box will appear on the screen and list the field(s) that require a response. Fields with missing information will be denoted with “Field is required” in red lettering.
- Use the “Save” button at the bottom of the form if you would like to return later to finish.
- When the LOI is complete, **do not forget to click “Submit”** when ready.
- After the LOI is submitted, the applicant will see a Confirmation Page indicating the form has been submitted, and the applicant will receive an automatic email from the eGrant system acknowledging the submission. If you do not receive the confirmation email, your form has not yet been submitted (or you should check your junk filters to be sure you are receiving emails from “administrator@grantinterface.com”).
- Once the LOI has been submitted, the responses entered into the form fields can no longer be edited. Be sure to make all necessary edits prior to final submission of the LOI.
- If you do need to make any changes, contact us as soon as possible.

Tips for submitting an Application

If invited, the applicant will receive an email from “Kelly Reimer administrator@grantinterface.com).” **Please reply to this email to confirm receipt of your invitation.** This email will include a link to the appropriate application .

The LOI tips above related to preparing your answers in word, saving & submitting all apply for the submission of an application. You can access a list of the application questions in word on our Grant Application page of the website (Please note: this is a sample document. If invited, the application you are given may vary).

After submission, NWCF staff will carefully review your full application and will request a site visit, which is an opportunity for our board/staff to meet with your organization’s team and have a conversation about your work. After the site visit, the application is considered complete. For the Fall 2019-20 grant cycle, grant decisions are made at the end of January and agencies will be informed by mid-February of grant decisions.

You will receive notice of the final grant decision initially via email to the contact person associated with your grant request.