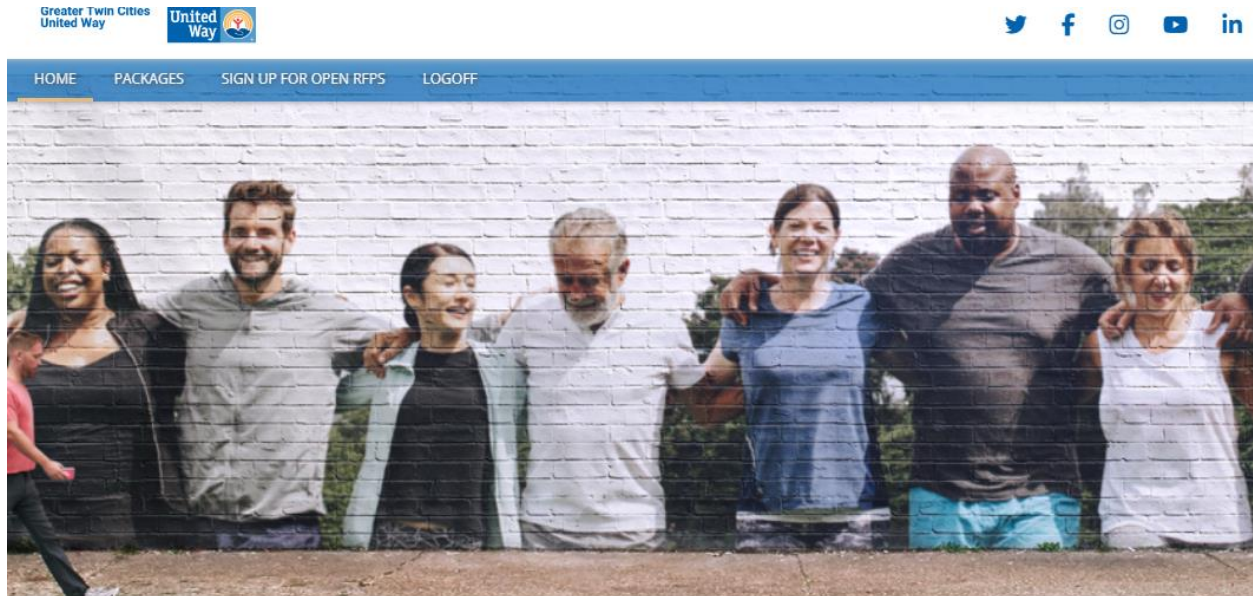


Dear Community Partner,

Over the past year, Greater Twin Cities United Way transitioned to a new database system and Grants Portal. **All community partners must create an account in the new Grants Portal.** This info-sheet will help explain how to access the Grants Portal, where in the future you can access RFP applications, reports, and information. The RFP applications and annual reports you submitted for current grants will be available in this new portal.

Creating a New Grants Portal Account

1. Check to see if you have an existing account by [following this link](#) and entering your work email as your username and your password. If your email is recognized and you need a new password, click *Forgot User ID or Password?* If your email is not recognized and you need to create an account, proceed to step 2.
2. If you need to create an account, [fill out this form to get started](#). *It may take our team 3 business days to get your account up and running.* You can also use this form to sign up to receive access to any open GTCUW RFPs. If you already have an account, please refer to the **Signing up for Open GTCUW RFPs** section of this info-sheet on how to receive access to open GTCUW RFPs.
3. Once your account has been created, you will receive an automated email from RFP@gtcuw.org directing you to log in to your Grants Portal account.
4. After creating your account, you can click on [this link](#) to log in; this is the homepage view you should see (screenshot below). **You may want to bookmark this page for future use.**



WELCOME TO THE GTCUW GRANTS PORTAL

Navigating your Grants Portal Account

1. Tabs at the Top of the Web Page:
 - a. *Packages* - where previously submitted reports and applications live. If you signed up for an open RFP, this is where the new application will appear. If you are a funded partner, this is where new reporting will take place.
 - b. *Sign Up for Open RFPs* - where your organization will be able to sign up for open RFPs.

Signing up for Open GTCUW RFPs

1. Log in to your online grants portal account. If you don't have a login, refer to the above instructions on creating one.
2. First check if you already have access to your desired RFP(s).
 - a. After logging in to your grants portal account, navigate to the *Packages* tab at the top of the web page to check what RFPs you currently have access to.
3. If you don't see your desired RFP(s) available in the *Packages* tab, navigate to the *Sign Up for Open RFPs* tab and sign up for the RFP(s) for which you'd like to apply. *It may take our team 3 business days to process this request and for you to see the requested RFP(s) in your Packages tab.*

Submitting RFP Applications and Reports

1. For applications and reports to be fully submitted, you must click the *submit* button at the end of each section of the online application/report:

Total Amount Requested for the collaboration:

\$0.00

Organization Name	Brief Organizational Description	Address	Main Contact Name	Main Contact Title	Main Contact Phone	Main Contact Email	% of Grant Award	\$
+								

Items marked with an asterisk(*) are required

SAVE


SUBMIT

RETURN

NEXT

2. This is how your screen will look after you've clicked *submit* on all sections of the application/report signifying your application/report has been fully submitted:

			Section	Status
☰	📄	↻	Full Lives - Application Contact Information	Completed
☰	📄	↻	Full Lives - Eligibility Criteria	Completed
☰	📄	↻	Full Lives - Narrative Questions	Completed
☰	📄	↻	Full Lives - Outcomes Measurements	Completed

- a. If you'd like to edit a section after you've already clicked *submit*, you can click the reverse arrow button  to open the section back up for editing.
3. This is how your screen will look on the general *Packages* tab of the online grants portal also signifying your application/report has been fully submitted:

PACKAGES

Due Date	Description	Status	
May 10, 2024	Full Lives - RFP Application	Completed	  

Switching Between your Designation Portal and Grants Portal

1. Some users have access to the GTCUW Designation Portal as well as the Grants Portal. If you have access to both portals and you log in and find yourself in the Designation Portal when you'd like to be in the Grants Portal (to access open RFPs and reporting), navigate to the bottom of the page and click *Grants Portal User* to switch to your Grants Portal.

WELCOME TO THE DESIGNATION PORTAL

This portal is where you can access reports from donors giving to your organization that are being processed by Greater Twin Cities United Way.

On 3/22/2024 Greater Twin Cities United Way made a change to the view under My Reports/Payout Reports. You will notice two changes:

1. The naming convention of the reports starts with the month and year that payment was sent to your Organization, please see FAQ page for more information around navigating your reports.
2. You will need to run each report and then each will download to the My Reports/Pick Up Reports tab.

Please reach out to Support@gtcuw.org if you have any questions.

During 2024, additional enhancements will be made to this portal, including updating information regarding your organization as well as historical reporting.

[Grants Portal User](#) Logoff

We will continue making enhancements throughout 2024. **If you require any assistance, please email the Partners Inbox at partners@gtcuw.org or your Program Officer.**

Thank you,
Greater Twin Cities United Way Staff