Applying Online

Instructions for Submitting Grant Proposals in the Online System
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Logging In
Letters of Interest for EPHT will be submitted through the St. Louis Community Foundation online grants management system.

Access the online application here: https://www.grantinterface.com/Home/Logon?urlkey=stlgives
PREVIOUS APPLICANTS
If you have applied for any grant programs under the St. Louis Community Foundation, log in under your/your organization’s existing account.
Logging In

**LOST PASSWORD**
Have you/your organization have forgotten your password? Please attempt to reset your password on your own before contacting technical assistance.

Choose **Forgot your Password** on the logon page.
Creating a New Account
Creating a New Account

**NEW USERS**

Are you new to the St. Louis Community Foundation online grants portal?

You will need to choose Create New Account to get started.
Creating a New Account

**Before Registering**
You will need all the information about your organization on hand, including your address, website, EIN and information on your top executive contact.

You cannot save your registration and return later. It must be completed in one step.
User Information
The person registering here will be the contact for the application you are filling out.

Please ensure when registering a “User” you are providing accurate information. All email correspondence sent directly from the grants system will be addressed to this user.
Creating a New Account

**Executive Officer**
The person registered as the Executive Officer should be your chief executive and be able to make decisions.

We recommend that each profile have a 1) Executive Officer and 2) Application/Main Proposal Contact. Both individuals will receive email correspondence from the system.

*We also recommend using a general grants or development email!*
Creating a New Account

Password
You will be asked to set a password which will be the login credentials for the User. Please choose a password:

• At least 6 characters long
• Numbers and special characters are permitted

Once you have completed this setup, you can login and reset the password without assistance.
Creating a New Account

Are you still experiencing issues? Do you have questions about registering the appropriate contacts?

Please contact:
grants@stlgives.org
Subject line: “Technical Assistance – EPHT”
Accessing the Letter of Interest
Accessing the Letter of Interest

Choose **Apply** on the menu at the top of the page.
Accessing the Letter of Interest

This is the general application page for all St. Louis Community Foundation grants. Please ensure you have chosen the correct application process you’re looking for and press Apply.
Completing an LOI or Application
Completing the Application

**Question List** – This Question List button will allow you to download a copy of the questions to view in advance. Many applicants find it helpful to have a printed list of questions.
Collaborate – The Collaborate button will allow you invite others to edit or submit your application on your behalf. Your organization must have multiple contacts registered to utilize this feature. For more information contact technical assistance.
Completing the Application

Accessing a Collaborate Request – Your invited team members will access shared forms on their Applicant Dashboard under the Collaboration Requests tab and choose Accept to make access.
Completing the Application

Saving – You are able to save your work and return to the application later. Be sure to scroll to the bottom of the page and press Save before logging out.
Completing the Application

Accessing a Saved LOI – Saved LOIs will appear on your home dashboard under Active Requests. Choose EDIT LOI to return to the draft.
Completing the Application

**Uploading Documents**— If document uploads are required, please plan ahead and be mindful of file types and sizes. We are not able to accept documents sent via email.

All required attachments must be uploaded into the system for your proposal to be considered complete.
Completing the Application

**Submitting** – You must choose Submit LOI for your application to be considered complete. The system will provide prompts and prevent you from submitting your LOI if you have not completed all the required questions.
Questions?

Please contact:
grants@stlgives.org