



# Applying Online

Instructions for Submitting Grant  
Proposals in the Online System

[stlgives.org](http://stlgives.org)

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# Logging In



[stlgives.org](https://stlgives.org)

## Logging In

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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>



# Logging In

## 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



ST. LOUIS COMMUNITY FOUNDATION

Logon

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the St. Louis Community Foundation Grant Portal

**New Applicants:** Choose "Create New Account" to complete the registration process and create your logon credentials.

**Previous Applicants:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

**Do you have questions? Contact our team!** [grants@stlgives.org](mailto:grants@stlgives.org)



# 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.



## Logon Page

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

Log On

Create New Account

[Forgot your Password?](#)



# 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.



## Logon Page

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

Log On **Create New Account**

[Forgot your Password?](#)





# 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.

### Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Login page

⚠ Using the browser's back button will delete your registration information

📌 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

#### Organization Information

|                    |                                       |
|--------------------|---------------------------------------|
| Organization Name* | EIN / Tax ID (##-#####)*              |
| Web Site           | Telephone Number (###-###-#### x###)* |
| Address 1*         | Address 2                             |
| City*              | State*                                |
| Postal Code*       |                                       |

Next >

#### User Information

Executive Officer Question

Additional Executive Officer Information

Password



# Creating a New Account

## 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.

The screenshot shows a web form titled "Organization Information" with a sub-section for "User Information". At the top of the sub-section is a button labeled "Copy Address from Organization" and a note: "Click 'Copy Organization Address' above to copy in address fields." The form contains the following fields:

|                                       |                                |
|---------------------------------------|--------------------------------|
| Prefix (Mr, Mrs, Ms, etc.)*           | First Name*                    |
|                                       | Test                           |
| Middle Name                           | Last Name*                     |
|                                       | Testing                        |
| Suffix (Sr, Jr, III, etc.)            | Business Title*                |
|                                       | Grant Writer                   |
| Email / Username*                     | Email / Username Confirmation* |
| grants@testing.com                    | grants@testing.com             |
| Telephone Number (###-###-#### x###)* | Mobile Number (###-###-####)   |
| 314-555-5555                          | 314-555-5555                   |
| Address 1*                            | Address 2                      |
| #2 Testing Land                       |                                |
| City*                                 | State*                         |
| SAINT LOUIS                           | MO                             |
| Postal Code*                          | Country                        |
| 63105-3008                            | Madison                        |

At the bottom of the form, there are navigation buttons: "< Previous" and "Next >". Below the form, the text "Executive Officer Question" is partially visible.



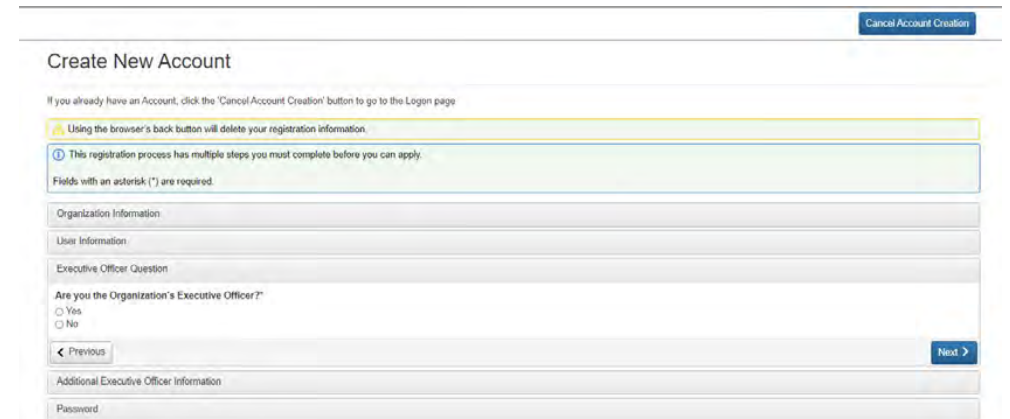
# Creating a New Account

## 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!**



The screenshot shows a web form titled "Create New Account" with a "Cancel Account Creation" button in the top right corner. Below the title, there is a note: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Login page". A yellow warning box states: "Using the browser's back button will delete your registration information." Below this is a green information box: "This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (\*) are required." The form is divided into several sections: "Organization Information", "User Information", "Executive Officer Question", "Additional Executive Officer Information", and "Password". The "Executive Officer Question" section contains the text "Are you the Organization's Executive Officer?" with radio buttons for "Yes" and "No". Navigation buttons for "< Previous" and "Next >" are located at the bottom of the form.



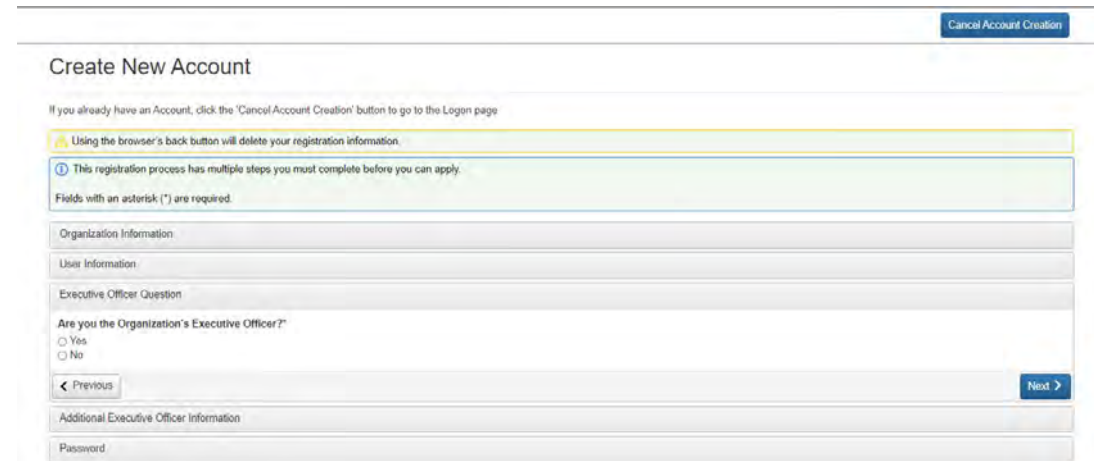
# Creating a New Account

## 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 have you completed this setup, you can login and reset the password without assistance.



The screenshot shows a web form titled "Create New Account" with a "Cancel Account Creation" button in the top right corner. Below the title, there is a note: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Login page". A yellow warning box states: "Using the browser's back button will delete your registration information." Below this is a green information box: "This registration process has multiple steps you must complete before you can apply." A note says "Fields with an asterisk (\*) are required." The form is divided into sections: "Organization Information", "User Information", "Executive Officer Question", "Additional Executive Officer Information", and "Password". The "Executive Officer Question" section asks "Are you the Organization's Executive Officer?" with radio buttons for "Yes" and "No". Navigation buttons "Previous" and "Next" are located at the bottom of the form.



## Creating a New Account

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

**Please contact:**

[grants@stlgives.org](mailto: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.

ST. LOUIS COMMUNITY FOUNDATION

[Apply](#) [Organization History](#) [Fax to File](#)

### Applicant Dashboard

[Public Profile](#)

|   |  |
|---|--|
| <b>Applicant:</b><br>Test Testing<br>info@stlgives.org<br><br>St. Louis, MO 63118 | <b>Organization:</b><br>St. Louis Community Foundation<br><br>314-880-4961<br>#2 Oak Knoll Park<br>St. Louis, MO 63105 United States |
|---|--|

[Contact Email History](#)

*If your organization information does not appear correct, please contact the funder. Thank you.*

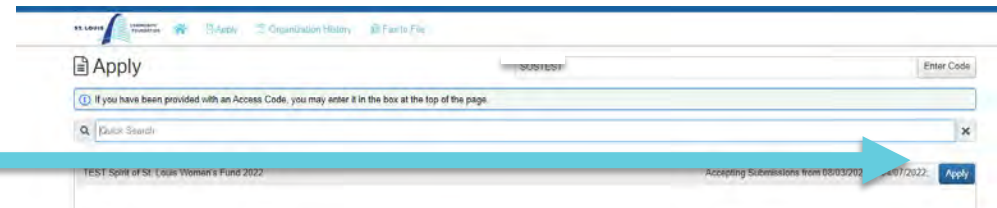
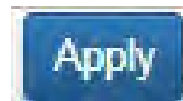
Active Requests **0**    Historical Requests **1**

*You do not have any Active Requests. Click [Apply](#) to begin the application process.*



# 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.



The screenshot shows the application interface for the St. Louis Community Foundation. At the top, there are navigation links for 'Apply', 'Organization History', and 'Fax to File'. Below this, the user is logged in as 'LOI' with 'Public Profile' and 'Collaborate' options. The current process is 'TEST Spirit of St. Louis Women's Fund 2022'. A 'Return to Application Evaluation Assigned' button is visible. The main section is titled 'Contact Info' and 'Request'. It displays applicant information: 'Applicant: Test Testing, info@stlgives.org, St. Louis, MO 63118'. Organization information: 'Organization: St. Louis Community Foundation, 314-880-4961, #2 Oak Knoll Park, St. Louis, MO 63105 United States'. A message states: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom, there is a 'Question List' button circled in yellow. Other elements include a 'Due by 09/23/2021 11:45 PM CDT' notice and a 'Fields with an asterisk (\*) are required' note. A 'Organizational Information' section is partially visible at the bottom.



# Completing the Application

**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](#).

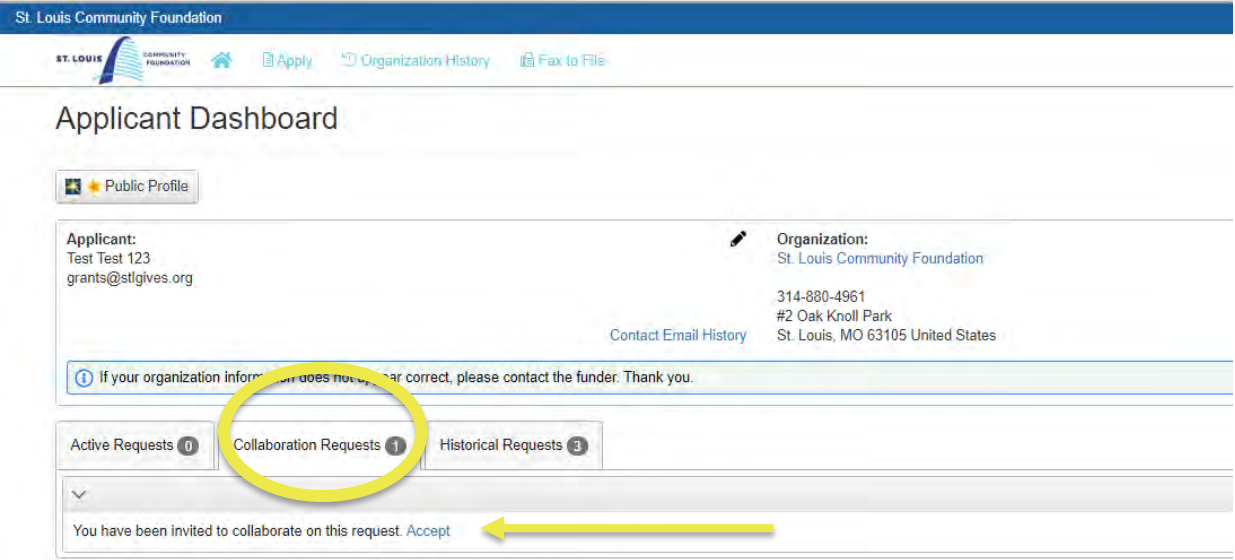


A screenshot of a web application interface. At the top, there is a dark blue header with the "ST. LOUIS COMMUNITY FOUNDATION" logo and navigation links for "Apply", "Organization History", and "Fax to File". Below the header, the text "LOI" is displayed. To the right of "LOI", there is a "Public Profile" button and a "Collaborate" button, which is circled in yellow. Below this, the text "Process: TEST Spirit of St. Louis Women's Fund 2022" is visible. At the bottom, there is a button labeled "Return to Application Evaluation Assigned".



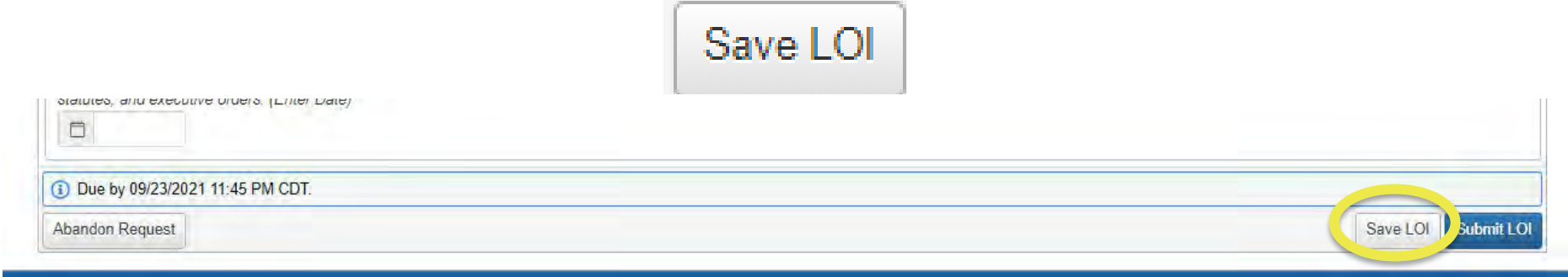
# Completing the Application

**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.

St. Louis Community Foundation

ST. LOUIS COMMUNITY FOUNDATION

### Applicant Dashboard

Public Profile

**Applicant:**  
Test Testing  
info@stlgives.org  
St. Louis, MO 63118

**Organization:**  
St. Louis Community Foundation  
314-880-4961  
#2 Oak Knoll Park  
St. Louis, MO 63105 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **1** | Historical Requests **1**

|   |           |            |                                |                          |
|---|-----------|------------|--------------------------------|--------------------------|
| Process: TEST Spirit of St. Louis Women's Fund 2022 |           |            |                                |                          |
| LOI   | Draft     | 08/04/2021 | Due by 09/23/2021 11:45 PM CDT | <a href="#">Edit LOI</a> |
| Decision  | Undecided |            |                                |                          |



## Completing the Application

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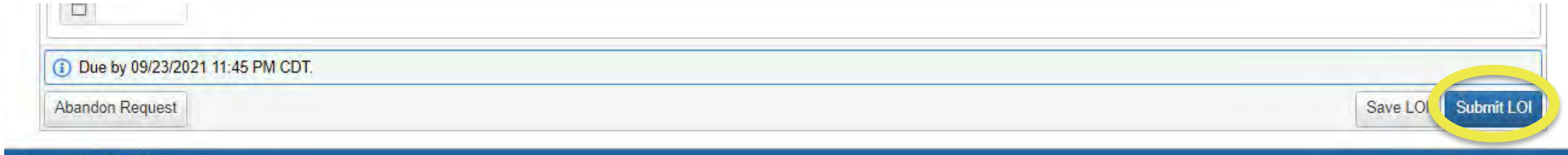
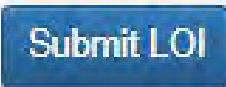
**Uploading Documents**– If document uploads are required, please plan ahead and be mindful of file types and sizes. We are not able to accept documents sent via email.

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?

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Please contact:

[grants@stlgives.org](mailto:grants@stlgives.org)

