



# Applying Online

Instructions for Submitting Grant  
Proposals in the Online System

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

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# Logging In



## Logging In

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Stage One applications (LOIs) 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

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## 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



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 Logon 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 registration form with the following sections and fields:

- Organization Information** (header)
- User Information** (header)
- Copy Address from Organization** (button)
- Click "Copy Organization Address" above to copy in address fields.** (instruction)
- Prefix (Mr, Mrs, Ms, etc.)\*** (text input)
- First Name\*** (text input, value: Test)
- Middle Name** (text input)
- Last Name\*** (text input, value: Testing)
- Suffix (Sr, Jr, III, etc.)** (text input)
- Business Title\*** (text input, value: Grant Writer)
- Email / Username\*** (text input, value: grants@testing.com)
- Email / Username Confirmation\*** (text input, value: grants@testing.com)
- Telephone Number (###-###-#### x###)\*** (text input, value: 314-555-5555)
- Mobile Number (###-###-####)** (text input, value: 314-555-5556)
- Address 1\*** (text input, value: #2 Testing Land)
- Address 2** (text input)
- City\*** (text input, value: SAINT LOUIS)
- State\*** (text input, value: MO)
- Postal Code\*** (text input, value: 63105-3008)
- Country** (text input, value: Madison)
- Navigation:** Previous (left arrow), Next (right arrow)
- Executive Officer Question** (header for the next section)



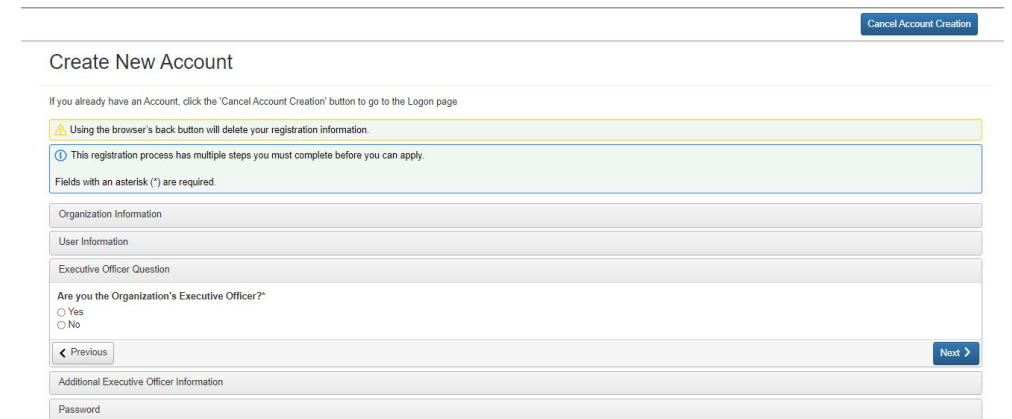
# Creating a New Account

## 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 Logon page". A yellow warning box states: "Using the browser's back button will delete your registration information." Below this, a green information box says: "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 Logon page". A yellow warning box contains the text: "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 states: "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 asks "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

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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

Once you are logged in, you'll see your Applicant Dashboard. You will see active and past requests on the dashboard.

Choose **Apply** on the menu at the top of the page.

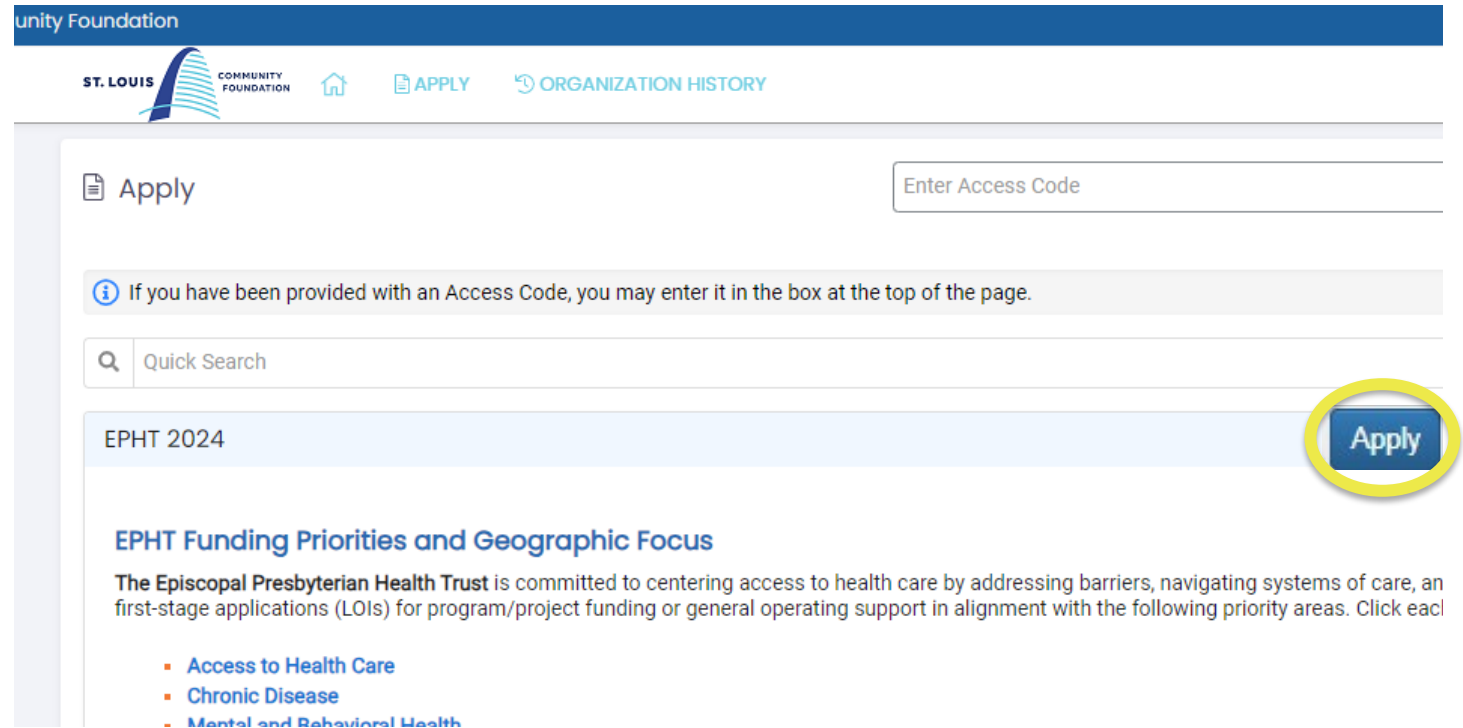
The screenshot shows the Applicant Dashboard interface. At the top, the navigation menu includes the St. Louis Community Foundation logo, a home icon, a circled 'Apply' button, 'Organization History', and 'Fax to File'. Below the navigation is the 'Applicant Dashboard' header. A 'Public Profile' button is visible. The main content area is divided into two columns: 'Applicant' information (Test Testing, info@stlgives.org, St. Louis, MO 63118) and 'Organization' information (St. Louis Community Foundation, 314-880-4961, #2 Oak Knoll Park, St. Louis, MO 63105 United States). A 'Contact Email History' link is present. A green informational banner states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this are two buttons: 'Active Requests 0' and 'Historical Requests 1'. A final green informational banner states: 'You do not have any Active Requests. Click Apply to begin the application process.'



# Accessing the Stage One Application

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**.



The screenshot shows the St. Louis Community Foundation website. At the top, there is a blue navigation bar with the text "unity Foundation" and the St. Louis Community Foundation logo. Below the logo are icons for "HOME", "APPLY", and "ORGANIZATION HISTORY". The main content area has a header with a document icon and the word "Apply". To the right of this header is a text input field labeled "Enter Access Code". Below the header is an information box with a blue icon and the text: "If you have been provided with an Access Code, you may enter it in the box at the top of the page." Underneath is a search bar with a magnifying glass icon and the text "Quick Search". The main content area features a light blue banner for "EPHT 2024" with a blue "Apply" button circled in yellow. Below the banner is the heading "EPHT Funding Priorities and Geographic Focus" followed by a paragraph: "The Episcopal Presbyterian Health Trust is committed to centering access to health care by addressing barriers, navigating systems of care, an first-stage applications (LOIs) for program/project funding or general operating support in alignment with the following priority areas. Click each". A bulleted list follows with three items: "Access to Health Care", "Chronic Disease", and "Mental and Behavioral Health".



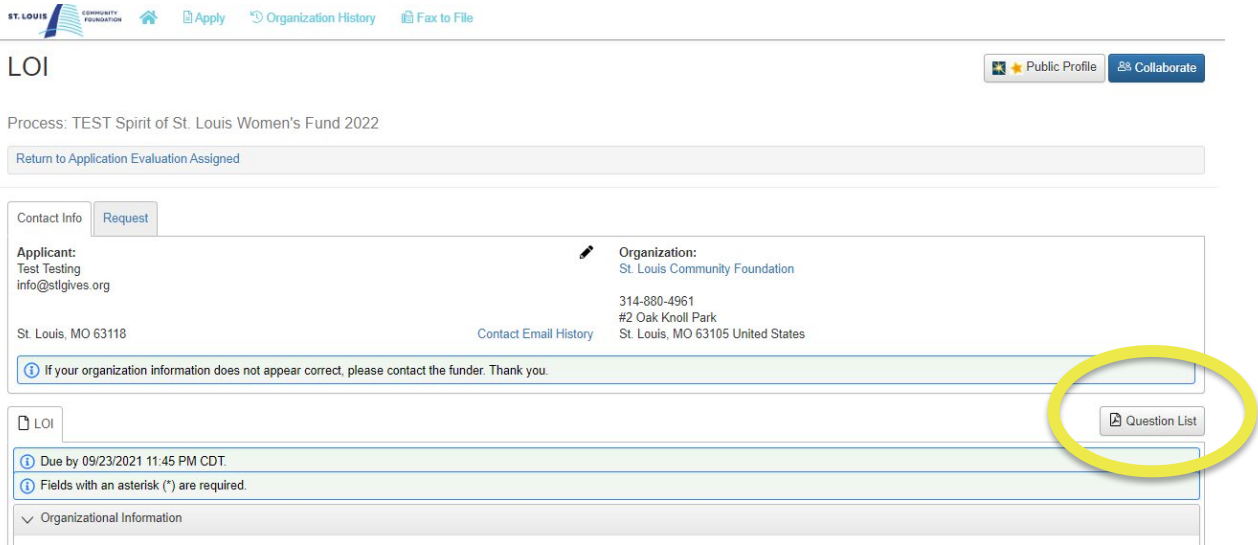
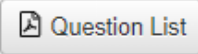


# Completing an LOI or Application



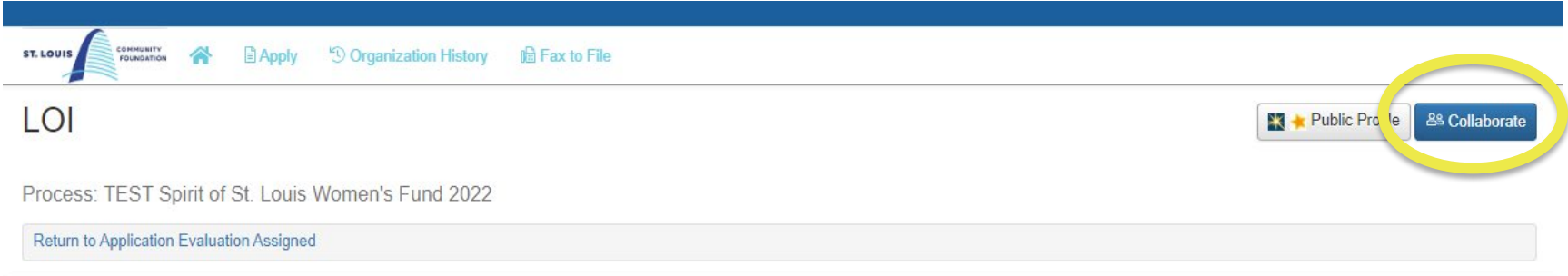
# Completing the Application

**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.

A screenshot of a web application interface. At the top, there is a navigation bar with the "ST. LOUIS COMMUNITY FOUNDATION" logo and links for "Apply", "Organization History", and "Fax to File". Below this, the page title "LOI" is displayed on the left, and "Public Profile" and "Collaborate" buttons are on the right. The main content area shows the process name "TEST Spirit of St. Louis Women's Fund 2022" and a "Return to Application Evaluation Assigned" button. A "Request" tab is active, showing applicant and organization details. The applicant information includes "Test Testing" and "info@stlgives.org". The organization information includes "St. Louis Community Foundation", "314-880-4961", and "#2 Oak Knoll Park, St. Louis, MO 63105 United States". A message box states: "If your organization information does not appear correct, please contact the funder. Thank you." Below this, there is a "Question List" button circled in yellow. At the bottom, there are sections for "LOI" with a due date of "09/23/2021 11:45 PM CDT" and a note that "Fields with an asterisk (\*) are required." An "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](#).



The screenshot shows the top navigation bar of the St. Louis Community Foundation website. It includes the logo, a home icon, and links for "Apply", "Organization History", and "Fax to File". Below the navigation bar, the text "LOI" is displayed. To the right of "LOI", there is a "Public Profile" button with a star icon and a "Collaborate" button with a people icon, which is circled in yellow. Below this, the text "Process: TEST Spirit of St. Louis Women's Fund 2022" is shown. 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.

St. Louis Community Foundation

ST. LOUIS COMMUNITY FOUNDATION [Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

### Applicant Dashboard

[Public Profile](#)

**Applicant:**  
Test Test 123  
grants@stlgives.org

**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.

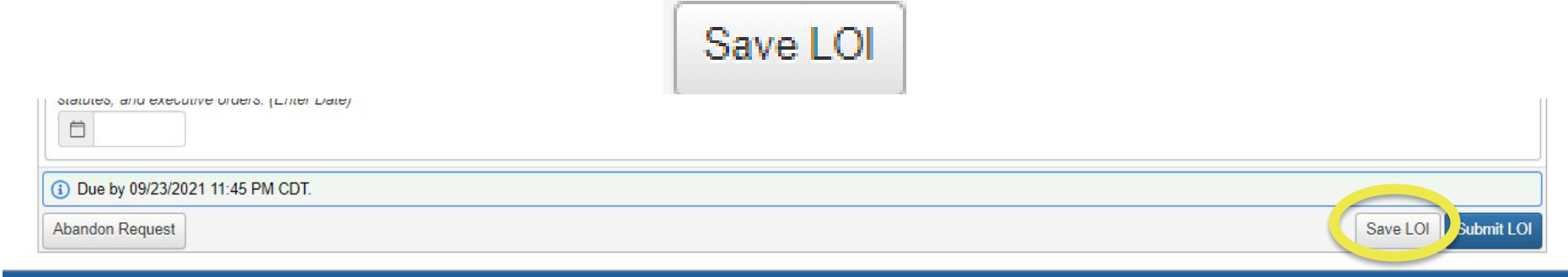
Active Requests **0** **Collaboration Requests 1** Historical Requests **3**

▼  
You have been invited to collaborate on this request. [Accept](#)



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

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



## 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.

A screenshot of a web application interface. At the top left, there is a small square checkbox. Below it, a light green bar contains an information icon and the text "Due by 09/23/2021 11:45 PM CDT.". Below the green bar, there are three buttons: "Abandon Request" on the left, "Save LOI" in the middle, and "Submit LOI" on the right. The "Submit LOI" button is highlighted with a yellow circle.



# Questions?

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Please contact:

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

