

Sherwood Trust Grant Applicant Tutorial



Overview

In an effort to increase our accessibility and ability to communicate with applicants, Sherwood Trust has implemented Foundant, an Online Grants Management system. We hope this change improves your grant application experience. The software will allow your organization to provide organizational contact information; to draft, save, and submit online applications; and to upload documents and reports.

***NOTE* Starting in 2019, Sherwood Trust will only accept grant applications submitted online.**

How it Works

A grant applicant creates an account in the Online Grants Manager, and then logs on to that account to access the list of available grants and start a new grant application. As you are filling out the sections, your progress is automatically saved and your application can be saved as a draft. When you log on again it is easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time.

Once a grant is awarded, the Online Grants Manager provides grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

We recommend that you carefully read the instructions and reference materials found on this page before registering and starting your first application.

Before you begin the application process, please read our grant guidelines found at <https://www.sherwoodtrust.org/grant-applications/> to learn about the different grants we award and to ensure you are eligible.

How to apply

Create your online account (for organizations applying online for the first time)

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 (ED or board chair)

Foundant allows us to connect with your GuideStar account. When you see the GuideStar image next to a question, you are able to click on that to automatically pull information from your GuideStar profile. You are also able to fill out the information manually.

Please go to Foundant at http://bit.ly/ST_GrantLogin, to create an account.

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, because after this point the organization profile can only be edited by Sherwood Trust staff. For an organization to easily view its full history of grants and requests, we recommend consolidating all applications into one user account.

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

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A user account can only be connected to one organization at a time. If you are a grantwriter for multiple organizations, please contact us to discuss your options.

After your account is created

When you log in, you will see the grant applications that are currently available. We have three different grant application processes: Core Grants, Impact Grants, and Operating Awards.

To apply for the Core Grant, you must first submit a short Letter of Interest (LOI). The deadline for submitting an LOI is Friday, February 22 at 11:00 pm, but we strongly recommend submitting it as early as possible. If Sherwood Trust approves your LOI, you will be given access to the application. The earlier your organization completes the LOI, the more time you will have to finish the application.

If you are applying for an Impact Grant, you will have access to the application upon completing your online account.

If you are eligible to apply for an Operating Award, you will receive the password for the application directly from Sherwood Trust. That password will be submitted in the Access Code field on the top right of the page.

Helpful tips

Online browsers

For the best user experience when accessing our Online Grants Manager, 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.

Applicant tutorials

Watch this Registration Tutorial: <https://www.youtube.com/watch?v=etScRJXC2bE>

Watch this Application Tutorial: <https://www.youtube.com/watch?v=oPa0E3V7uU>

Visit our website for links to an Applicant Tutorial: <https://www.sherwoodtrust.org/grant-applications/>

What else can you do in Foundant?

In addition to applying for a grant, you will also be able to:

- Review your organization's grant history
- Fill out and submit progress and final reports
- Track your grant application process
- Edit and update your organization's contact information

Types of organizations we award to

Our grants are primarily awarded to registered 501(c)(3) non-profits or to a public entity, such as a city government or county agency. We accept applications for fiscal sponsorships. If you have questions about fiscal sponsorship, please contact Lydia Caudill: lydia@sherwoodtrust.org.

Questions

If you have any questions, please email Lydia Caudill at lydia@sherwoodtrust.org or Danielle Garbe Reser at danielle@sherwoodtrust.org or call the Sherwood Trust office at 509-529-2791.