

# Grants Portal and Online Application

## STEP-BY-STEP INSTRUCTIONS V 2.0

- PART 1: DETERMINING ELIGIBILITY**
- PART 2: GRANTS GATEWAY LOGIN**
- PART 3: REGISTERING TO USE TCF'S GRANTS GATEWAY PORTAL**
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## PART 1: DETERMINING ELIGIBILITY

The Cleveland Foundation is the community foundation serving Greater Cleveland, including Cuyahoga, Lake and Geauga counties. It is made up of more than 1,300 funds representing individuals, families, organizations and corporations. Its mission is to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

The Cleveland Foundation is a community trust. Community trusts are designed to serve the charitable and educational needs of tax-exempt organizations in a local community. As such, our scope of activities is limited to organizations that carry an IRS designation of 501(c)3 - Public Charity and government agencies.

**In order to apply for a grant from the Cleveland Foundation, organizations must meet the following eligibility requirements:**

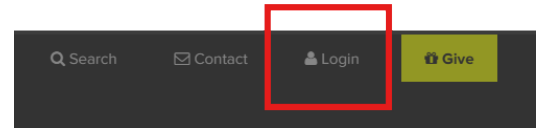
**1. Serve Cuyahoga, Lake, and/or Geauga counties in Ohio**

**2. Hold a 501(c)3 tax-exempt status from the IRS**

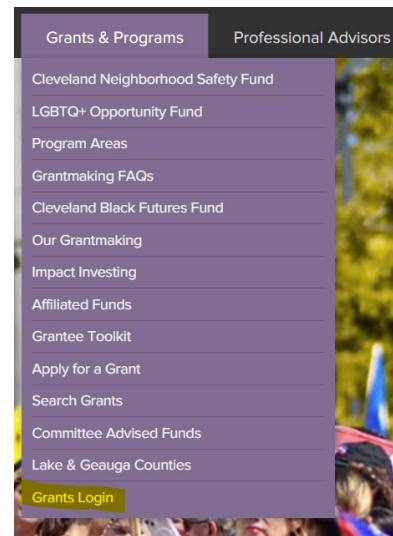
- a. Organizations that do not hold a 501(c)3 status may choose to apply through a **fiscal sponsor**. The fiscal sponsor must hold a 501(c)3 tax-exempt status and apply on behalf of the organization they are sponsoring. A Fiscal Sponsorship Form must be signed by both parties and uploaded as part of any application to the Cleveland Foundation agreeing to the relationship. For a template of a Fiscal Sponsorship Form, [click here](#).

## PART 2: GRANTS GATEWAY LOGIN

On The Cleveland Foundation’s website ([www.clevelandfoundation.org](http://www.clevelandfoundation.org)) you can access the Grants Portal at any time by clicking login at the top right of the screen.



You can also access the Grants Portal by hovering over “Grants & Programs” and clicking on “Grants Login.”



To begin, enter your User ID and Password (most User IDs are email addresses). If you can’t remember your password, click Forgot Password and follow the steps to retrieve your login information. For further assistance, email [grantsmgmt@clevelandfdn.org](mailto:grantsmgmt@clevelandfdn.org) with your username and indicate that you require a password reset.

### Welcome

Whether you are a donor, nonprofit partner, grant or scholarship applicant, you can connect to the information you need.

- Enter your user name and password below (passwords are case sensitive) to be directed to your personalized gateway.
- If you are not already registered or need assistance logging in, please click or call the appropriate department below to request access.

**NOTE:** The Cleveland Foundation’s Portal requires the use of multi-factor authentication. If you have issues with the authentication process, please [click here](#) to request assistance.

#### Registered Users

User

Password

[Forgot Password](#)

### Information On How To Register

Donors and Organizational Fund Partners

Contact:  
[DonorHelpDesk@CleveFdn.org](mailto:DonorHelpDesk@CleveFdn.org)  
216.685.2006

Nonprofits/Grantees

[Click Here to Register](#)

Contact:  
[GrantsMgmt@ClevelandFdn.org](mailto:GrantsMgmt@ClevelandFdn.org)

Awards/Scholarships/ Internships/Fellowships

First Time Applicant

[Click here to register](#)

Returning? Sign in on left.

Contact: [TCFScholarships@ClevelandFdn.org](mailto:TCFScholarships@ClevelandFdn.org)

## PART 3: REGISTERING TO USE TCF'S GRANTS GATEWAY PORTAL

If you are not yet a registered user and want to apply for a grant, select “[Click Here to Register](#)” under “Nonprofits/Grantees.”

### Welcome

Whether you are a donor, nonprofit partner, grant or scholarship applicant, you can connect to the information you need.

- Enter your user name and password below (passwords are case sensitive) to be directed to your personalized gateway.
- If you are not already registered or need assistance logging in, please click or call the appropriate department below to request access.

**NOTE:** The Cleveland Foundation's Portal requires the use of multi-factor authentication. If you have issues with the authentication process, please [click here](#) to request assistance.

The next page will review the requirements necessary to be eligible to apply for a grant from the Cleveland Foundation. The first step is to register yourself as an Individual User by filling out the required fields and click SUBMIT:

### Grant Registration Part One

Grants / Grant Registration Part One

## Grant Registration Part One

### Grant Registration Part One

To begin, you must first create an account for yourself as a grant administrator. **Once you have entered the information below, you will be sent by email a single use, time limited link to complete your registration.**

Registered users are limited to:

- 501(c)(3) **public charity**, or other charitable organizations able to receive a tax-deductible contribution, such as schools, faith-based organizations and other public entities.
- Organizations with **programs or projects serving residents of Cuyahoga, Lake or Geauga County.**

We are not able to fund individuals or businesses directly, labor unions or other 501(c)(4), 501(c)(5) and 501(c)(6) organizations.

For questions, please email [GrantsMgmt@Cleveland.org](mailto:GrantsMgmt@Cleveland.org). If you are applying to one of our **SCHOLARSHIP, FELLOWSHIP or INTERNSHIP** opportunities, please [USE THIS LINK](#) to access the registration and do not complete the below information.

NOTE: If you receive the following **error message**...

**First Name:**

**Last Name:**

**Email Address:**

Your email address will be used as your login.

**Re-Type Email Address:**

⚠ It appears you already exist in our system. Please [log in now](#). If you have forgotten your password, you may reset it [here](#).

\n

\nIf you do not know your login information, please [contact us](#) for assistance.

... This means that your email address is already registered in our system. You may either:

1. Attempt to reset your password using the link provided in the error message, or
2. Email Grants Management at [grantsmgmt@clevefdn.org](mailto:grantsmgmt@clevefdn.org) for assistance.
  - Be sure to include the following information in your email for expedited assistance:
    - Name
    - Role
    - Email Address
    - Organization's Legal Name
    - Organization's EIN
    - Organization's Address

If your email address is not yet in our system, you will be redirected to the following page.  
Review the information on this page:

Grant Registration Part One

Grants / Grant Registration Part One

## Grant Admin Registration Instructions

### Grant Registration Part 1 - LINK EMAILED

Sarah Testing: grantsmgmt@clevefdn.org

Thank you for registering as a Grant Contact with The Cleveland Foundation. A single use, **time-sensitive** link will be sent to the above email address.

Please follow the instructions in the email to complete the registration process.

Once you receive the email, click on the time-sensitive link to:

1. Complete your user account verification by creating a password and security questions
2. Connect your individual account with an organization. You can search our database and request to be connected to an existing organization or create a new organization.

You must connect your individual account to an organization to be able to submit on behalf of that organization.

If our system recognizes your email address but you are not able to complete the registration process, please send an email to Grantsmgmt@Clevefdn.org for help resolving the issue.

Within a few minutes, you will receive an email with a time-sensitive link. Click this link to continue.

### EXAMPLE EMAIL:

Registration for Sarah Testing:grantsmgmt@clevefdn.org



The Cleveland Foundation (Inc.) <GrantsMgmt@Clevefdn.org>  
To: grantsmgmt

Dear Sarah,

Thank you for registering as a grant administrator with The Cleveland Foundation. Click the following link to continue the registration:

[https://www.iphiview.com/tcf/Grants/BecomeaRegisteredGranteeOrganization/GrantAdminRegistrationPartTwo/tabid/642/dispatch/customform\\_839c6c09-23e2-4b12-a539-37574e6d4fbb/Default.aspx](https://www.iphiview.com/tcf/Grants/BecomeaRegisteredGranteeOrganization/GrantAdminRegistrationPartTwo/tabid/642/dispatch/customform_839c6c09-23e2-4b12-a539-37574e6d4fbb/Default.aspx)

If you do not receive this email within a few minutes, check your “Junk” or “Spam” folders first. Then email [grantsmgmt@clevefdn.org](mailto:grantsmgmt@clevefdn.org) indicating the following information:

1. The Username you created
2. Legal name of your organization
3. EIN of your organization
4. Address of your organization
5. Executive Director’s name and email address

Grants Management will then help you connect with and/or create your organization’s account after verifying eligibility.

The link will open in a web browser and direct you to **Part Two** of the registration process. Fill out all required fields (in bold) as well as any other information you can provide. Click "Submit" to continue.

[Grants / Grant Registration Part One](#)

## Grant Admin Registration, Part Two

First Name: Sarah

Last Name: Testing

Login ID: grantsmgmt@clevelandn.org

Email Address: grantsmgmt@clevelandn.org

**Password:**

**Retype Password:**

**Date of Birth:**  

**Address:**

Address Line 2:

Address Line 3:

**City**

**State**

**Zip Code:**

Home Phone:

xxx-xxx-xxxx

Cell Phone:

xxx-xxx-xxxx

**SUBMIT**

NOTE: Your registration is not yet complete, and you will not yet be able to apply for a grant. You have successfully created an Individual Account. Now you must connect to or register an Organization Account in order to access the Grants Gateway.

## PART 4: CONNECTING TO AN ORGANIZATION

The next step is to connect your newly created Individual Account to your **Organization Account**.

First, use the search bar to search for your organization using your organization's legal name.

[Grants / Grant Registration Part One](#)

### Organization Search

#### User Registration Complete

You are now a registered user with Login ID: .

**Before you can apply for a grant, you must be affiliated with an organization.** Please use the search below to see if your organization already exists in our system. If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information. **Note:** If you add yourself as an administrator at an existing organization, you will need to be approved by The Cleveland Foundation. We will notify you as soon as possible. Once approved, you will be able to log into the Grants Gateway Homepage and apply for a grant.

If you are a new organization and do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page. Please contact [Grants Management](#) if you have any questions.

#### Search Organizations:

Charity Name:

Pre-approved Charities Only



OPTION 1: If your **organization is already registered** in our system, your organization's name will appear in the search results. Click on "Add Myself as Grant Admin" to continue.

### Search Organizations:

Charity Name:

Pre-approved Charities Only

### Organization Results:

| ORGANIZATION NAME       | ADDRESS                                  | TAX ID     | ACTION - REQUESTS         |
|-------------------------|--|------------|---------------------------|
| Staff Test Organization | 1234 Avenue Street , Cleveland, OH 44102 | 12-3456789 | Add Myself as Grant Admin |

Page Size: 10 Go to: 1 1 - 1 of 1

Grants Management will receive your request to become a Grant Administrator on behalf of this organization by sending an email to the organization's Executive Director asking for their permission to approve your request.

While waiting for this approval, you may explore your profile via the Grants Gateway but you will not be able to apply for a grant or view previous applications until your Grant Admin status has been activated by Grants Management.

### Search Organizations:

Charity Name:

Pre-approved Charities Only

### Organization Results:

| ORGANIZATION NAME       | ADDRESS                                  | TAX ID     | ACTION - REQUESTS   |
|-------------------------|--|------------|---|
| Staff Test Organization | 1234 Avenue Street , Cleveland, OH 44102 | 12-3456789 | Your registration is complete. <a href="#">Click here to go to Grants Gateway Home.</a> |

Page Size: 10 Go to: 1 1 - 1 of 1

OPTION 2: However, if no search results appear when looking for your organization, this means that **your organization is not yet registered** within the Grants Gateway.

**You will need to register your organization in the Grants Gateway at this time.**

Click on “Add a Grantee Organization” at the bottom of the page:

## Organization Search Results

### User Registration Complete

You are now a registered user with Login ID: .

**Before you can apply for a grant, you must be affiliated with an organization.** Please use the search below to see if your organization already exists in our system. If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information. **Note:** If you add yourself as an administrator at an existing organization, you will need to be approved by The Cleveland Foundation. We will notify you as soon as possible. Once approved, you will be able to log into the Grants Gateway Homepage and apply for a grant.

If you are a new organization and do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page. Please contact [Grants Management](#) if you have any questions.

### Search Organizations:

Charity Name:

Pre-approved Charities Only

### Organization Results:

| ORGANIZATION NAME      | ADDRESS | TAX ID | ACTION - REQUESTS |
|------------------------|---------|--------|-------------------|
| No records to display. |         |        |                   |



If you are a new grantee to the Cleveland Foundation and have not previously registered with us, please enter your organizational information below. Required fields are in **bold font**:

## Add Grantee Organization

### Add Grantee Organization

If you are a new grantee to the Cleveland Foundation and have not previously registered with us, please enter your organizational information below. If you have any questions, please contact [Grants Management](#) 216.861.3810.

|                                   |  |
|-----------------------------------|--|
| <b>Organization's Legal Name:</b> | <input type="text"/>   |
| <b>EIN #:</b>                     | <input type="text"/>   |
| <b>Street:</b>                    | <input type="text"/><br><input type="text"/><br><input type="text"/> |
| City:                             | <input type="text"/>   |
| <b>State:</b>                     | Ohio ▾   |
| <b>Zip Code:</b>                  | <input type="text"/>   |
| <b>Country:</b>                   | UNITED STATES OF AMERICA ▾   |
| Phone:                            | <input type="text"/>   |
| Email:                            | <input type="text"/>   |
| Website:                          | <input type="text"/>   |

Click "Submit" to continue.

You will now be directed to the following page:

## Grantee Organization Confirmed

### Grantee Organization Confirmed

Your organization, (Testing Organization), has been created as a grantee.

[GO TO GRANTS GATEWAY HOME](#)

NOTE: Grants Management will now manually review your organization's registration to verify that you are eligible to apply for a grant from the Cleveland Foundation. Organizations residing outside our geographical focus area may be denied access.

Click "Go to Grants Gateway Home" to begin exploring your profile.

## PART 5: GRANTS PORTAL NAVIGATION

Review your **Grants Gateway Homepage**.

Use the left-hand side menu to navigate through your profile or use the Quick Links on the homepage.

The screenshot shows the Grants Gateway Homepage for a Testing Organization. On the left is a navigation menu with the following items: Grants Gateway Home (highlighted), Apply for a Grant, My Applications & Grants, Organization Profile (with a sub-link for Associated Individuals), My Individual Profile, Forms/Resources, Contact Us, and Organization Payment History. The main content area has a breadcrumb trail: Grants / Grants Gateway Home. Below this is the heading 'Grants Gateway Home' and the organization name 'Testing Organization' with address '123 First St., Cleveland, OH 44103' and tax ID '12-1234567'. A dropdown menu is set to 'Testing Organization' and the party ID is '458007'. A welcome message follows: 'Welcome to the Cleveland Foundation's Grants Gateway. Our applications can be found on our **APPLY FOR A GRANT** page. Be sure to scroll down to see all available applications and deadlines.' A 'Please Note' section states: 'We have a new One-step application process for standard grants, there is no longer a grant inquiry form to complete. Complete the application and submit according to the deadlines indicated. Grants Management cannot guarantee individual assistance in the 24 hours leading up to a grant deadline.' Below this are 'Quick Links for other grant-related activities:' with six buttons: UPDATE ORGANIZATION PROFILE, START A NEW APPLICATION, CONTINUE WORKING ON APPLICATION, REVIEW SUBMITTED APPLICATIONS, REVIEW AWARD LETTER OR COMPLETE A GRANT REPORT, and ACCESS USER GUIDE.

For help navigating the online system or to report any system problems, please contact the Grants Management Team at [grantsmgmt@clevelandn.org](mailto:grantsmgmt@clevelandn.org). The [Grants Application User Guide](#) is also available for your reference.



First, review your individual profile by clicking on **“My Individual Profile”** on the left-hand side menu.

Navigate through the Personal and Communications tabs to verify or add information.

Be sure to click **“Save”** to save your changes.

|                              |
|------------------------------|
| Grants Gateway Home          |
| Apply for a Grant            |
| My Applications & Grants     |
| Organization Profile         |
| Associated Individuals       |
| <b>My Individual Profile</b> |
| Forms/Resources              |
| Contact Us                   |
| Organization Payment History |

Grants / My Individual Profile

## My Individual Profile

### My Profile

**PERSONAL** COMMUNICATIONS CHANGE PASSWORD

**PERSONAL INFORMATION**

Title

**First Name**

Middle Name

**Last Name**

Suffix

**OTHER**

Company

Job Title

Date Of Birth

**SAVE**

|                              |
|------------------------------|
| Grants Gateway Home          |
| Apply for a Grant            |
| My Applications & Grants     |
| Organization Profile         |
| Associated Individuals       |
| <b>My Individual Profile</b> |
| Forms/Resources              |
| Contact Us                   |
| Organization Payment History |

Grants / My Individual Profile

## My Individual Profile

### My Profile

PERSONAL **COMMUNICATIONS** CHANGE PASSWORD

| TYPE         | VALUE                     | PRIMARY | ACTIONS                     |
|--------------|---------------------------|---------|-----------------------------|
| Direct Phone | 123-456-7890              | Yes     | <b>EDIT</b>   <b>REMOVE</b> |
| E-mail       | grantsmgmt@clevelandn.org | Yes     | <b>EDIT</b>   <b>REMOVE</b> |

**ADD**

**SAVE**

Next, fill out or update your **Organization Profile**. Click on “Review & Edit Profile” to make changes and save your work. Your Organization Profile includes the following fields to complete:

- Organization Mission
- Organization History
- Staff and Volunteers
- Key Programs/Services
- Optional Logo Upload

**Important Note:** Be sure to always update your Organization Profile BEFORE beginning an application. If you begin an application before updating your Organization Profile, any changes you make to your Organization Profile after that time will NOT be reflected in your application.

Be sure to navigate through the Addresses, Communications, and Associated Individuals tab. If you need any changes made to these tabs, please email [grantsmgmt@clevelandn.org](mailto:grantsmgmt@clevelandn.org) indicating your organization’s name and the changes you require.

|                              |
|------------------------------|
| Grants Gateway Home          |
| Apply for a Grant            |
| My Applications & Grants     |
| <b>Organization Profile</b>  |
| Associated Individuals       |
| My Individual Profile        |
| Forms/Resources              |
| Contact Us                   |
| Organization Payment History |

## Grants / Organization Profile

### Organization Profile

#### Organization

Testing Organization Party Id 458007

If you would like to make changes to your address or communications information please email us at [grantsmgmt@clevelandn.org](mailto:grantsmgmt@clevelandn.org).

- ORGANIZATION PROFILE**
- ADDRESSES
- COMMUNICATIONS
- ASSOCIATED INDIVIDUALS

The Organization Profile is used by The Cleveland Foundation to provide details about your organization to our staff and donors. It is important that you keep your information clear and concise. You can update your profile by clicking the "Edit this Profile" button below.

### Testing Organization

123 First St., Cleveland, OH 44103  
Tax Id: 12-1234567

**REVIEW & EDIT PROFILE**

Please select the area that best describes the programs or service you provide.

| INTEREST               | ACTIONS    |
|------------------------|------------|
| No records to display. | <b>ADD</b> |

**SAVE**

#### Related Files

Refresh Edit Data Add Folder Upload File Delete Show Obsolete Cut Paste

| NAME                   | DATE | SIZE |
|------------------------|------|------|
| No records to display. |      |      |

Grants /

## Edit Organization Profile

### Edit Organization Profile

Below is the information that currently displays in your organization's profile. To enter new information or make changes, click in each text box and enter or update your information. **When you are done with all of your changes, you must click the SAVE button at the bottom of this page.** You can return to this page at any time and make updates when needed.

#### Organization

Testing Organization

Testing Organization Party Id 458007

#### Organization Mission

#### Organization History

#### Staff and Volunteers

#### Key Programs/Services

Date Created This item is not editable by Grantees.

Date Updated

Logo:

Change

Remove

CANCEL

SAVE



Other items to review on your organization’s account include the **Forms/Resources** page, your **Organization Payment History**, and a dashboard view of **My Applications & Grants**.

## Forms/Resources

| Title  | Description   |
|--|---|
| <a href="#">Grants Gateway User Guide</a>                  | Helpful guide to navigate the site                        |
| <a href="#">Standard Grant Application Preview</a>         | Standard Grant Application Preview                        |
| <a href="#">ACH Enrollment Form</a>                        | ACH Enrollment Form                                       |
| <a href="#">Grant Modification Form</a>                    | Grant extension or budget reallocation                    |
| <a href="#">Project Narrative Form</a>                     | Narrative form (full application)                         |
| <a href="#">Project Budget Form</a>                        | Line item project budget form                             |
| <a href="#">Designated-Donor Advised Grant Report Form</a> | Report for grant from a Designated or Donor Advised grant |
| <a href="#">Supporting Org Application Preview</a>         | Supporting Organization application questions preview     |
| <a href="#">Grant Report Form - Standard</a>               | Question preview of our standard grant reporting form     |
| <a href="#">Scholarship Grant Report Form</a>              | Report for Scholarship grant dollars                      |
| <a href="#">Terms and Conditions of Grant</a>              | Terms and Conditions of Grant                             |
| <a href="#">Capital Grant Guidelines</a>                   | Guidelines for major capital requests                     |
| <a href="#">Fiscal Sponsor Form</a>                        | Form must be completed if using Fiscal Sponsor            |

## Organization Payment History

### Organization Payment History

#### Organization

Testing Organization Party Id 458007

#### Search

Last Year

#### Organization Payment

| APPLICATION ID         | PAYMENT ID | PAYMENT TYPE | AMOUNT | ISSUED DATE | CLEARED DATE | DETAILS |
|------------------------|------------|--------------|--------|-------------|--------------|---------|
| No records to display. |            |              |        |             |              |         |

Export to Excel



## My Applications & Grants tab:

On this page, you can view all your In Process, Submitted, and Past Applications to the Cleveland Foundation. the range to “Before” today’s date. You can also use the Advanced Search function.

**Tip:** If you are searching for an application created more than two years ago, use the Search function to change the range to “Before” today’s date. You can also use the Advanced Search function.

- Grants Gateway Home
- Apply for a Grant
- My Applications & Grants**
- Organization Profile
  - Associated Individuals
- My Individual Profile
- Forms/Resources
- Contact Us
- Organization Payment History

Grants / My Applications & Grants

## My Applications & Grants

**Organization**

Testing Organization

Testing Organization Party Id 458007

**Search**

If you do not see your Application/Grant listed, change Range to BEFORE and select today's date

Range

[Advanced Search >>](#)

### Applications / Grants

Below are all applications you have started or submitted. **Clicking "Details" will allow you to either edit or view each, depending on its status.**

Applications - View the list of required documents to complete your application.

Grants - View award letter and other documents related to this grant or complete a grant report.

**Status Note: "In Process" indicates that the application has not yet been submitted.**

| APP ID | PROJECT NAME       | APPLICATION DATE | STATUS                | ACTIONS                 | VIEW PDF                 |
|--------|--------------------|------------------|-----------------------|-------------------------|--------------------------|
| 458009 | Test Project Title | 11/14/2024       | Application Submitted | <a href="#">DETAILS</a> | <a href="#">View PDF</a> |

In the “Actions” column, click on “Details” next to an application to view/edit this specific application.

### Applications / Grants

Below are all applications you have started or submitted. **Clicking "Details" will allow you to either edit or view each, depending on its status.**

Applications - View the list of required documents to complete your application.

Grants - View award letter and other documents related to this grant or complete a grant report.

**Status Note: "In Process" indicates that the application has not yet been submitted.**

| APP ID | PROJECT NAME       | APPLICATION DATE | STATUS                | ACTIONS                 | VIEW PDF                 |
|--------|--------------------|------------------|-----------------------|-------------------------|--------------------------|
| 458009 | Test Project Title | 11/14/2024       | Application Submitted | <a href="#">DETAILS</a> | <a href="#">View PDF</a> |

## PART 6: SUBMITTING A STANDARD GRANT APPLICATION

In this section, we will review step-by-step how to Submit a Standard Grant Application.

[Preview a PDF of the Standard Grant Application Questions here.](#)

To begin, log into the Grants Gateway Portal using your registered credentials. Click on “Apply for a Grant” in the left-hand side menu. Review the information on this page and click “START STANDARD GRANT APPLICATION” to begin.

**Note:** If you are looking to begin an application to a Supporting Organization or other specific funding opportunity, **do not begin a Standard Grant Application.** Instead, scroll down on this same page to find the application for that funding opportunity and click that button to begin your application.

|                              |
|------------------------------|
| Grants Gateway Home          |
| <b>Apply for a Grant</b>     |
| My Applications & Grants     |
| Organization Profile         |
| Associated Individuals       |
| My Individual Profile        |
| Forms/Resources              |
| Contact Us                   |
| Organization Payment History |

Grants / Apply for a Grant

### Apply for a Grant

If you have questions about any of these grantmaking opportunities, please contact us at [GrantsMgmt@Clevelandn.org](mailto:GrantsMgmt@Clevelandn.org)

**Please Note: Grants Management cannot guarantee individual assistance in the 2 business days leading up to a grant deadline.**

[Standard Grant Application - Preview Questions](#)

**START STANDARD GRANT APPLICATION**

We have a new one-step application process for standard grants, there is no longer a grant inquiry form to complete.

Complete your application and submit by the deadlines indicated below:

| Application Deadline | Award Notification |
|----------------------|--------------------|
| December 31          | End of March       |
| March 31             | End of June        |
| June 30              | End of September   |
| September 15         | End of December    |

To begin your Standard Grant Application, complete the Organization Profile Review and Qualifying Questions. Click “Begin Application” to continue.

**Important Note:** If you answer “No” to the first question, stop and update your “Organization Profile” before proceeding. If you begin an application **before** updating your Organization Profile, any changes you make to your Organization Profile after that time will NOT be reflected in your application PDF.

|                              |
|------------------------------|
| Grants Gateway Home          |
| <b>Apply for a Grant</b>     |
| My Applications & Grants     |
| Organization Profile         |
| Associated Individuals       |
| My Individual Profile        |
| Forms/Resources              |
| Contact Us                   |
| Organization Payment History |

Grants / Apply for a Grant

## Organization Profile Review and Qualifying Questions

### Organization Profile Review

Please carefully review all information as it is currently reflected in the Organizational Profile and make any changes before beginning your application. This information will be pulled into your Preview PDF and will not reflect any subsequent changes made to the Profile.

If you need help making any changes, please contact grantsmgmt@clevefdn.org.

Your organization profile was last updated on (if date is blank, your profile has not been completed):

### Applicant Organization

Testing Organization

### Organization EIN:

12-1234567

### Executive Director:

E.D. Email:

### Is this the current Executive Director?

- Yes  
 No

### Mailing address:

123 First St., Cleveland, OH 44103

### Website:

Phone Number

### Mission Statement

### Organizational History

### Organizational Staff Statement

### Key Programs/Services

### Qualifying Questions

Please review the current organization information as it currently appears in our system. Is this correct?

- Yes  
 No

Is your organization a 501(c)(3) nonprofit, agency of the government or church? If your group is being fiscally sponsored by a 501(c)(3) organization they must be the one to apply.

- Yes  
 No

Does your organization provide service in Cuyahoga, Lake or Geauga county?

- Yes  
 No

Are you applying to any of the affiliated funds of the Cleveland Foundation?

A full list of open applications can be found on our Apply for a Grant page

- Yes  
 No

**BEGIN APPLICATION**

Next, review the Standard Application Reminders and Deadlines.

Type in your Project Title for which you are seeking funding.

Click “Start” to create your In-Process application record and continue to the application.

At this point, you may also leave and come back to your In-Process application at any time after creating your application record. Log into the Grants Gateway Portal and click “My Applications” to continue editing your Standard Grant Application at any time.

[Grants / Apply for a Grant](#)

## Standard Application

### Standard Application Reminders

- Applications are due at 11:59pm EST on the dates listed below.
- The Standard Application will remain open year-round.
- Applications received after the deadline will be considered with the next application cycle.
- Organizations should plan to complete registration at least **two weeks in advance** of any deadline.
- Grants Management cannot guarantee individual assistance the two business days leading up to a deadline.

| Application Due Date | Decision By      |
|----------------------|------------------|
| 12/31                | End of March     |
| 3/31                 | End of June      |
| 6/30                 | End of September |
| 9/15                 | End of December  |

\* Staff will notify applicants as soon as possible if an application is not moving forward in a given round to allow the opportunity to reapply in the next round if appropriate.

Application Title:

START

CANCEL

You will then be directed to the summary page of your Standard Application. This page contains the full summary of Narrative Sections and Uploaded Requirements necessary to complete your application.

Click on **“Section 1: Contact Information”** to begin.

## Standard Application

**Application ID:** 458009

Application Title:

### Status by Section

- Section 1:** [Contact Information](#)
- Section 2:** [Project Summary](#)
- Section 3:** [Project Budget](#)
- Section 4:** [Demographics](#)

Please complete each section of the application above . You may click any link to begin, but will not be able to submit until each section has been completed and all the requirements are uploaded.

**You will see a submit button only when all information is complete.**

Please note: **DELETE** can only be done if the application was not submitted. Deleting an application will remove the entire application and all uploaded documents.

[PREVIEW PDF](#) [DELETE](#)

| DESCRIPTION                  | MANDATORY? | DATE COMPLETED | ACTIONS                 |
|------------------------------|------------|----------------|-------------------------|
| Board List                   | Yes        |                | <a href="#">Details</a> |
| Organizational Chart         | Yes        |                | <a href="#">Details</a> |
| Organizational Budget        | Yes        |                | <a href="#">Details</a> |
| Audit or Financial Statement | Yes        |                | <a href="#">Details</a> |
| Optional Attachment          | No         |                | <a href="#">Details</a> |

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Review and fill out all required information in **Section 1: Contact Information**. Click “Save and Continue” to proceed.

\*Note: You may also use the “Save and Return to App Summary” button to return to your Application Summary page at any time.

## Standard Application

Application Title:

Test Project Title

**Applicant Organization**

Testing Organization

**Applicant Contact:**

Testing, Sarah

As the Applicant Contact you will receive emails regarding the status of this request

**Phone Number:**

2166157151

**Email Address:**

grantsmgmt@clevelandn.org

**Executive Director:**

**E.D. Email:**

**Is this the current Executive Director?**

Yes

No

**Mailing address:**

123 First St., Cleveland, OH 44103

Phone Number

**Website:**

**Does this request involve your organization acting as a Fiscal Sponsor?**

Yes

No

Optional: Have you spoken to a member of the Cleveland Foundation staff regarding this request? If so, please indicate their name here:

BACK

SAVE AND CONTINUE

SAVE AND RETURN TO APP SUMMARY

Fill out all required information in **Section 2: Project Summary**. Click “Save and Continue” to proceed.

## Standard Application

Application ID:

458009

Application Title:

Test Project Title

Which county does your program/project primarily serve?

- Cuyahoga
- Geauga
- Lake
- Multiple Counties

If your request serves a specific city or Cleveland neighborhood please indicate below. (max 100 characters):

Please describe the project/program that would be supported by requested funds. Identify specific activities that will take place, who will be involved in the project (staff, key partners, clients), how it will be implemented, and the timeline for completion. (Tip: think “who, what, when, where, how”) (suggested character limit: 3,000)

What are the current needs, challenges, or recent events that led your organization to submit this proposal? (i.e.: why are you hiring new staff/ or initiating this program, why is now the right time to do so, etc.). Where applicable, please identify what data, feedback, or information has been used to validate the community need which your project is trying to address. (suggested character limit: 5,000)

Identify up to three priority outcomes your organization plans to achieve with this project. If awarded funding, you will be required to report on these outcomes. Include any relevant data and metrics used to indicate progress toward these outcomes. (suggested character limit: 3,000)

Is there any other information not captured elsewhere regarding your organization, program, or project that you believe will help Cleveland Foundation staff understand this proposal? (suggested character limit: 3,000)

(Optional) Do you have any active or past grants from the Cleveland Foundation that you would like to share information or an update on?

- Yes
- No

BACK

SAVE AND CONTINUE

SAVE AND RETURN TO APP SUMMARY



Fill out all required information in **Section 3: Project Budget**, starting with the Grant Period and Amount requested, budget totals, and narrative questions:

## Standard Application

Application ID:

458009

Application Title:

Test Project Title

Grant Period

From/Start:

To/End:

Request Amount:

(Enter whole numbers, no \$ or commas)

Requested Length of Grant (in months)

Total Project Budget:

(Enter whole numbers, no \$ or commas)

Total Organizational Budget:

Please share information about the overall budget of the project, including but not limited to, how it relates to the overall organizational budget, opportunities for earned income and sustainability of the project/program. (suggested character limit: 3,000 characters)

Project Expenses: Provide a brief overview of what these funds would support. (suggested character limit: 3,000 characters)

Project Income: Who are the other funders for this project? Specify the funder and amount, and whether the funding is anticipated, pending, or committed. (suggested character limit: 3,000)



In the Project Expenses Table, click on “Edit” next to the appropriate line item.

| EXPENSES (CLEVELAND FOUNDATION GRANT)                           | CLEVELAND FOUNDATION REQUEST | OTHER FUNDING | DESCRIPTION | ACTION |
|---|------------------------------|---------------|-------------|--------|
| Salaries and Wages  |                              |               |             | EDIT   |
| Consultants   |                              |               |             | EDIT   |
| Travel  |                              |               |             | EDIT   |
| Equipment   |                              |               |             | EDIT   |
| Office Related Expenses   |                              |               |             | EDIT   |
| Indirect Expenses (i.e. rent/occupancy, utilities, maintenance) |                              |               |             | EDIT   |
| Other   |                              |               |             | EDIT   |

ADD

BACK SAVE AND CONTINUE SAVE AND RETURN TO APP SUMMARY

A pop-up box will appear at the bottom of the page. Fill out the requested information and click “Save” to update the Project Expenses Table.

| EXPENSES (CLEVELAND FOUNDATION GRANT)                           | CLEVELAND FOUNDATION REQUEST | OTHER FUNDING | DESCRIPTION | ACTION |
|---|------------------------------|---------------|-------------|--------|
| Salaries and Wages  |                              |               |             | EDIT   |
| Consultants   |                              |               |             | EDIT   |
| Travel  |                              |               |             | EDIT   |
| Equipment   |                              |               |             | EDIT   |
| Office Related Expenses   |                              |               |             | EDIT   |
| Indirect Expenses (i.e. rent/occupancy, utilities, maintenance) |                              |               |             | EDIT   |
| Other   |                              |               |             | EDIT   |

ADD

**Salaries and Wages**

Cleveland Foundation Request

Other Funding

Description

SAVE CANCEL

Fill out all required information in **Section 4: Demographics**.

Similarly to the Project Expenses Table, click on “Edit” next to the appropriate line item to enter information and update the table. Click “Save and Continue” to proceed.

## Standard Application

Application ID:

458009

Application Title:

Test Project Title

Select from the drop down list the racial demographic of your Executive Director:

Please Select

Racial makeup of your Board of Directors (in percentages)

Click on Edit under each category to record the percentage. Please make your demographic percentages add up to 100%.

|                                       | ACTION |
|---------------------------------------|--------|
| White/Caucasian/European              | EDIT   |
| Black/African American/African        | EDIT   |
| Hispanic/Latino/Latina/Latinx         | EDIT   |
| Native American/Indigenous            | EDIT   |
| Asian/Asian American/Pacific Islander | EDIT   |
| Multiracial/Multiethnic               | EDIT   |
| Additional Ethnicities                | EDIT   |
| Unknown or Decline to State           | EDIT   |

Please list identity race or ethnicities you prefer to identify with

How do your organization's culture and practices promote diversity, equity, inclusion, and justice? (e.g., Hiring goals & processes; Workplace inclusion and organizational culture development; Accessibility of resources & assets; External relations & communications; Staff development; Board of Directors development; Volunteer Development). (suggested character limit: 2,000)

An authorized officer of the organizations governing board, or the Chief Executive Officer, has reviewed and hereby certifies that the information in this grant application is true and correct, and certify that the Federal tax exemption determination letter has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organizations continuing tax exempt classification as set forth in such determination letter. You also certify that you have read and agree to the Terms and Conditions of Grant document that is available in the Forms section of this site.

- Yes  
 No

Executive Director's Signature (name)

Date

BACK

SAVE AND CONTINUE

SAVE AND RETURN TO APP SUMMARY

Once you have navigated through the entire Standard Grant Application, you will be redirected to the Application Summary Page. Green checkmarks will appear next to each section that is completed. If a section has a red exclamation point instead, click on that section to complete missing or incomplete information.

## Standard Application

Application ID: 458009

Application Title:

### Status by Section

- ✔ Section 1: [Contact Information](#)
- ✔ Section 2: [Project Summary](#)
- ✔ Section 3: [Project Budget](#)
- ✔ Section 4: [Demographics](#)

Please complete each section of the application above. You may click any link to begin, but will not be able to submit until each section has been completed and all the requirements are uploaded.

You will see a submit button only when all information is complete.

Please note: **DELETE** can only be done if the application was not submitted. Deleting an application will remove the entire application and all uploaded documents.

| DESCRIPTION                  | MANDATORY? | DATE COMPLETED | ACTIONS                 |
|------------------------------|------------|----------------|-------------------------|
| Board List                   | Yes        |                | <a href="#">Details</a> |
| Organizational Chart         | Yes        |                | <a href="#">Details</a> |
| Organizational Budget        | Yes        |                | <a href="#">Details</a> |
| Audit or Financial Statement | Yes        |                | <a href="#">Details</a> |
| Optional Attachment          | No         |                | <a href="#">Details</a> |

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### Your application is not yet complete until you have uploaded all Required Attachments indicated in the Requirements Table:

- Board List with Affiliations (Required)
  - Organization Chart (Required)
  - Organization Budget (Required)
  - Audit or Financial Statement (Required)
  - Optional Attachment (Optional)
    - Any additional information applicant organization wishes to include
    - Fiscal Sponsor Agreement (if applicable, signed and dated by both parties.)
- [Click here for a template](#)

To upload a document, click on “Details” next to the appropriate document. On this page:

1. “Select” the document you would like to upload from your device
2. “Upload” the document
3. Click “Back” to return to the list of Required Documents and continue uploading

## Upload Required Documents

### Application Requirements

#### BOARD LIST

Please include a list of board members, roles and affiliations

BACK

Uploads are restricted to a file size of 8mb. If you have a file that exceeds this size, please email them directly to [GrantsMgmt@clevelandfn.org](mailto:GrantsMgmt@clevelandfn.org) or contact us for assistance.

When all your Required Documents are uploaded, the “Date Completed” field will populate with today’s date. You will also see that the “Review and Submit” button is now available. Click “Review and Submit” to continue.

## Standard Application

Application ID: 458009

Application Title:

### Status by Section

- ✔ Section 1: Contact Information
- ✔ Section 2: Project Summary
- ✔ Section 3: Project Budget
- ✔ Section 4: Demographics

Please complete each section of the application above. You may click any link to begin, but will not be able to submit until each section has been completed and all the requirements are uploaded.

**You will see a submit button only when all information is complete.**

Please note: **DELETE** can only be done if the application was not submitted. Deleting an application will remove the entire application and all uploaded documents.

| DESCRIPTION                  | MANDATORY? | DATE COMPLETED | ACTIONS                 |
|------------------------------|------------|----------------|-------------------------|
| Board List                   | Yes        | 11/14/2024     | <a href="#">Details</a> |
| Organizational Chart         | Yes        | 11/14/2024     | <a href="#">Details</a> |
| Organizational Budget        | Yes        | 11/14/2024     | <a href="#">Details</a> |
| Audit or Financial Statement | Yes        | 11/14/2024     | <a href="#">Details</a> |
| Optional Attachment          | No         |                | <a href="#">Details</a> |

Page Size:  Go to:  1 - 5 of 5

Your application is not received until you have clicked the “Submit” button. You can also Preview a PDF of your application on this page.

## Standard Application Review and Submit

Please click "Preview PDF" below to review your application. When you are certain you have completed all required questions and attachments, submit your application. Clicking "Submit Application" will notify staff you have completed the application, and it will begin the review process.

- ✔ Section 1: Contact Information
- ✔ Section 2: Project Summary
- ✔ Section 3: Project Budget
- ✔ Section 4: Demographics

Application ID: 458009

Application Title:

You must click "**SUBMIT APPLICATION**" to complete the application.

Once you click “Submit Application” you will be directed to this page:

## Standard Application Application Submitted

Your application has been submitted to The Cleveland Foundation.

Your Application ID is 458009.

You can check the status of your application at any time by visiting the [My Applications](#) page.

You will also receive an automated email notification indicating that your application has been successfully submitted (example below).

### Application Submitted - 458009 - Testing Organization



The Cleveland Foundation <GrantsMgmt@Clev>  
To: grantsmgmt

Thu 11/14/2024 12:17 PM

Thank you for completing a standard application to the Cleveland Foundation. A program officer or director will be assigned to review your application, and you may be contacted by their office to set up a meeting or phone conversation to discuss the request.

To check your application status, [login here](#) (Select Menu Item: **My Applications**)

**Organization:** Testing Organization  
**Project Title:** Test Project Title  
**Requested Amount:** \$100,000.00

If you have any questions or need additional information, please feel free to contact [GrantsMgmt@CleveFdn.org](mailto:GrantsMgmt@CleveFdn.org).

Grants Management

The Cleveland Foundation  
[www.ClevelandFoundation.Org](http://www.ClevelandFoundation.Org)  
6601 Euclid Avenue  
Cleveland, OH 44103

## Next Steps:

You may log into the Grants Gateway Portal and click “My Applications” to view the status of this Standard Grant Application at any time.

**Review the Deadline Chart to determine when you will be notified about a decision:**

| STANDARD APPLICATION DEADLINE | NOTIFICATION DATE |
|-------------------------------|-------------------|
| December 31                   | End of March      |
| March 31                      | End of June       |
| June 30                       | End of September  |
| September 15                  | End of December   |

## Important Reminders

- Applications are due at 11:59 p.m. EST on the dates listed above.
- The standard grant application remains open year-round. Applications received after the deadline will be considered in the next application cycle.
- Organizations not yet registered in the Grants Gateway Portal should plan to complete registration at least two weeks in advance of any deadline.
- The grants management team cannot guarantee individual assistance on the days leading up to a deadline.

## Other Grant Application Deadlines

The Foundation has additional grant opportunities with separate application processes. Families, corporations, individuals, and other foundations have established funds at the Cleveland Foundation. These funds have their own grantmaking strategies, application and approval processes. [Learn more.](#)