Applying Online

Instructions for Submitting Grant Proposals in the Online System

stlgives.org
Agenda

➢ Logging On
➢ Creating a Profile
➢ Accessing the Letter of Inquiry
➢ Completing the Letter of Inquiry
  ➢ Collaborating with Colleagues
  ➢ Saving your LOI and Accessing Later
  ➢ Submitting
  ➢ Uploading Documents
Applying Online

Logging In
Logging In

Letters of Inquiry for the Spirit of St. Louis Women’s Fund 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 applied for SOS funding in 2020 or if you have applied with the St. Louis Community Foundation in 2020, you will log in under your existing account.

NEW APPLICANTS
Will be required to create a new profile for your organization.
Logging In

Applied Previously but forgot your password? You will be able to reset your password on your own. Choose *Forgot your Password* on the logon page.
Logging In

Are you still experiencing Issues? Do you need to make edits to your existing profile? There is technical assistance available. Please contact:

Nikki Martinez
Community Investment Manager
314.880.4961 | nmartinez@stlgives.org
Creating a New Profile

Applying Online
Creating a New Profile

Are you new to the St. Louis Community Foundation online website portal? You will need to choose Create New Account to get started.
Creating a New Account

**Things to Consider**
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.
Creating a New Account

**ORGANIZATION INFORMATION**

Please ensure you provide accurate information about your organization. This will be part of your application packet viewed by evaluators.
Creating a New Account

**USER INFORMATION**

The person registering here will be the primary contact for this application. Please ensure when registering a “User” you are providing accurate information for the main proposal contact. All email correspondence sent directly from the grants system will be addressed to this individual.
Creating a New Account

**EXECUTIVE OFFICER INFORMATION**

The person registered as the Executive Officer should be your chief executive and be able to make decisions. We recommend that each profile have an Executive Officer and Application/Main Proposal Contact. Both individuals will receive email correspondence directly from the system. If the Executive Officer is also the Applicant, you can answer No.
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 that is:
- At least 6 characters long
- Contains capital or lower-case letters
- Numbers and special characters are permitted

Once you have completed this setup, you will have access to login and reset your password without assistance.
Creating a New Account

This short video will walk you through the process to create an account.

If you are having trouble viewing CLICK LINK TO VIDEO
Creating a New Account

Are you still experiencing Issues? Do you have questions about registering the appropriate contacts? There is technical assistance available. Please contact:

Nikki Martinez
Community Investment Manager
314.880.4961 | nmartinez@stlgives.org
Accessing the Letter of Inquiry
Accessing the Letter of Inquiry

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

This is the general application page for all St. Louis Community Foundation grants, there may be other applications listed. Please ensure you have chosen the correct application process and press.
Completing the 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.
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](#).
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 LOI 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—Please be mindful when uploading required documents. The system limits 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

Uploading Documents – This short video offers tips on uploading documents.

If you are having trouble viewing CLICK LINK TO VIDEO
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.

![Submit LOI button](image)
Questions?

**TECHNICAL ASSISTANCE CONTACT**

Nikki Martinez  
St. Louis Community Foundation  
[nmartinez@stlgives.org](mailto:nmartinez@stlgives.org) | 314.880.4961

**Application Questions Contact**

Spirit of St. Louis Women’s Fund  
[soswomensfund.grants@gmail.com](mailto:soswomensfund.grants@gmail.com)  
[www.spiritstlwomensfund.org](http://www.spiritstlwomensfund.org)