

Navigating the Online Portal:

Organizational Profile & Common Grant Application





Browser Check

Verify that your web browser is compatible with the Good Done Great System. "Check" symbolizes that it is.

If it is not, try Chrome, Firefox or Safari. Old versions of Internet Explorer may not work properly.

The Community Foundation
FOR GREATER ATLANTA

About Deadlines Contact Sign In or Sign Up

Grant Application Portal

Sleek, intuitive, and powerful web-based Portal for faster and easier request submission. Makes it easy to find the best and highest impact programs and be more efficient in the process.

Sign Up Sign In

Apply Online

This online request is easy and intuitive for first-time applicants. Forms are streamlined and simple to use, ensuring that the application is complete and accurate.

Track Progress

You don't have to finish your request in a single session. Take your time, gather your information, think about your responses. You can always come back to it before final submission.

Stay Informed

You will always know the status of your request, and any additional information required of you by the grant-maker. All alerts, to-do's or notifications are on your Dashboard.

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<https://www.gdg.do/prod1/portal/portal.jsp?c=8693710&p=8699963&g=8700790>

Browser Check



New Users

Click "Sign Up" for new users.

You will need to create one user profile for your organization and share the log in information with your colleagues.

The screenshot shows a web browser window with the URL <https://www.gdg.do/prod1/portal/portal.jsp?c=8693710&p=8699963&g=8699983&d=8699983>. The page title is "Grants Portal". The main content area is titled "Nonprofit Application Portal" and includes the text: "At the Community Foundation, we believe that one of the best ways to improve our community is by strengthening and supporting nonprofits doing smart, innovative work. Want to connect with the Community Foundation? Follow the three steps below." Below this text are two buttons: "Sign Up" and "Sign In". A red arrow points to the "Sign Up" button with the text "Start Here". Below the buttons are three columns of text describing the steps: "Organizational Profile", "Common Grant Application", and "Grant Application Supplement (Requests)".

Nonprofit Application Portal

At the Community Foundation, we believe that one of the best ways to improve our community is by strengthening and supporting nonprofits doing smart, innovative work. Want to connect with the Community Foundation? Follow the three steps below.

[Sign Up](#) [Sign In](#) **Start Here**

Organizational Profile
Step 1: The first step in your nonprofit's journey with the Foundation is to complete your Organizational Profile through our convenient Nonprofit Online Portal. You'll be able to save the information and update it any time you have new leadership, new programs or other news you'd like to share with the Foundation's staff and its donors.

Common Grant Application
Step 2: Complete the Common Grant Application, which allows you to provide the Foundation with details on your finances, governance, human resources and more. Organizations are required to complete the Common Grant Application in order to be considered for any of the Foundation's competitive grantmaking programs. You'll be able to save the information and update it throughout the year; organizations must update their Common Grant Applications annually.

Grant Application Supplement (Requests)
Step 3 All of the Foundation's competitive grantmaking programs require organizations to have completed their Organizational Profiles and Common Grant Applications in addition to submitting supplementary information. Follow the program-specific directions found on each program's guidelines to complete your Grant Application Supplement.

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In order to save your information, please be sure to fill out all required fields prior to clicking Save and Continue.

Login Information
You must provide a valid email address. All communication and system notifications will use this email address.

Login Email *
Confirm Email Address *
Password
Confirm Password*
Password must be at least 6 characters long.

Your Contact Information
Please complete as many fields as applicable to ensure we have your complete contact information.

Title
Prefix -- Please select --
First Name *
Middle Name
Last Name *
Suffix -- Please select --
Phone Number *
Mobile Phone
Fax

Mailing Address
Please provide us your complete mailing address for any communications sent via US Postal Service.

Street Address 1 *
Street Address 2
City *
State/Province* -- Please select --
Zipcode *
Country* United States

Social Media
Let us get to know you better! We would love to see your professional profile from any social media sites.

Professional Website
LinkedIn

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Creating a user profile

This profile is for an individual. Complete the demographic information with your organization email address and mailing address, as well as your name and phone numbers.

Click "Save" to move to the next step.





Sign In

Sign In

Welcome! Please type in your login email and password.

Login Email

Password

Sign in using your login email and password.

Login

[Forgot your password?](#)

Ramona Dutton has logged into Applicants.

Welcome, Ramona!

Welcome screen once successfully logged in. Click "Continue"

This applicant portal will provide you with all of the tools necessary to apply online, stay informed of our decision and keep up with any additional information we may need from you now or in the future.

Continue



Creating an Organizational Profile

The first step in creating an Organizational Profile is selecting an organization associated with your profile.

If there are no organizations listed, you will have to create one by selecting "Add New Organization."

Click "Save and Continue"

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New Request | Choose An Organization

Name

Your Organization was not Found in the Database.

Don't see your organization on the list?

Add New Organization

Save and Continue

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Creating an Organizational Profile

Create a profile for the organization.

If the organization already has a profile, the system will direct you to contact the person who created that profile in order to get permission to update information or submit new information on their behalf.

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Organization | New

In order to save your information, please be sure to fill out all required fields prior to clicking Save and Continue.

Organization | Edit

Legal Name *

DBA:

EIN * 

Format: 00-0000000

Need help finding your Organization's EIN? Try [Grantr](#), a free tool from Good Done Great.

Already know your EIN? [Click Here](#) to pre-fill with Grantr information.

Organization Address

Street Address 1 *

Street Address 2

City *

State/Province* -- Please select --

ZIP/Postal Code

County* -- Please select --

Country* United States

Phone

Fax

Organization Details

Date Incorporated

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Please use the proper tax ID number for the organization, not the tax ID number for the grant writer. The system will not allow you to submit multiple applications for the same organization in one grant cycle.



Starting a Common Grant Application



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Organization "Test Organization 123: Atlanta Georgia" has been created. Contacts: created: 1

Thank you for creating your Organization Profile.

Would you like to complete an "Common Grant Application"? [Click here for details](#)



After completing your Organizational Profile and clicking "Save and Continue," you will be directed to this confirmation page.

This page will invite you to the next step – completing a Common Grant Application. Click on "[Click here for details](#)" to move forward.



Common Grant Application

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Common Grant Application "Test Organization 123: Atlanta Georgia" has been created.

Common Grant Application | Organization Information

In order to save your responses, please be sure to fill out all required fields prior to clicking Save and Continue.

[View Organization](#) [Overview](#) [Fiscal](#) [Population Served](#) [HR](#) [Governance](#) [Partnerships](#) [Final Review](#)

How do you measure the effectiveness of your activities?

Words remaining: 400

Describe the results achieved within the past 12 months or as outlined in your strategic plan.

Words remaining: 400

Has the organization added or eliminated any mission-related activities during the last 12 months? Why?

Words remaining: 400

Does the organization own a building (or multiple buildings) or lease?

The Common Grant Application has 7 tabs of information to complete and a "Final Review" tab at the end.

A completed application has data in the response box for each question. If a question does not apply to your organization, please enter "N/A" if it's a text field or "0" if it's a numerical field.

If you can only enter some of the requested information during one session, enter placeholders (a number or letter) in other fields before hitting save.

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Common Grant Application

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How do you measure the effectiveness of your activities?

Words remaining: 400

Describe the results achieved within the past 12 months or as outlined in your strategic plan.

Words remaining: 400

Has the organization added or eliminated any mission-related activities during the last 12 months? Why?


Words remaining: 400

Does the organization own a building (or multiple buildings) or lease?

-- Please select --

TIP:
If you can only enter some of the requested information during one session, enter placeholders (a number or letter) in other fields before hitting "Save and Continue".

IMPORTANT:
You must complete all data fields AND click "Save and Continue" before moving on to the next tab. If you click on a different tab than the one you are working on without clicking "Save and Continue" all the data you entered in that tab will be lost.

 Save and Continue

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Common Grant Application: Final Review

Common Grant Application | Final Review



View Organization	Overview	Fiscal	Population Served	HR	Governance	Partnerships	Final Review
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Your application is incomplete. Please check the sections below to find what information is still missing. Click the Edit button next to each incomplete section and provide the missing information.

Organization Name

Legal Name Test Organization 123

D.B.A.

Organization Address

Street Address 1 123 Main Street

Final Review:

Once you have answered all the questions in each tab, click the "Final Review" tab to see a complete list of questions and your responses.

If your application is incomplete, you will see receive this message highlighted in red at the top of the application:

Your application is incomplete. Please check the sections below to find what information is still missing. Click the Edit button next to each incomplete section and provide the missing information.



Common Grant Application: Final Review

○ Organization Information

Edit



How do you measure the effectiveness of your activities?

Describe the results achieved within the past 12 months or as outlined in your strategic plan.

Has the organization added or eliminated any mission-related activities during the last 12 months? Why?

Does the organization own a building (or multiple buildings) or lease?

If leasing, how long is the lease in months? 0

Describe what management consulting services to strengthen the organization as a whole would be of use to the organization, its staff and board members in the coming 12 months.

Final Review:

Click the "Edit" button to return to the section and complete the missing responses.

Remember: If a question does not apply to your organization, enter "N/A" if it's a text field or "0" if it's a numerical field.

○ Fiscal Management

Edit

Financial Snapshot

Financial Snapshot (<i>figures come from financial audit/review</i>)	Total Revenue	Total Expenses	Surplus/Deficit	Net Assets/Fund Balance	How were year end financials reported	Fiscal Year end date
Last Completed FY End	0	0	0	0		
Two-Year Prior FY End	0	0	0	0		
Three-Year Prior FY End	0	0	0	0		

What is the total amount of non-mortgage debt carried? 0



Submitting Your Application

Common Grant Application "Test Organization 123: Atlanta Georgia" has been updated.

Common Grant Application | Final Review

[View Organization](#) [Overview](#) [Fiscal](#) [Population Served](#) [HR](#) [Governance](#) [Partnerships](#) [Final Review](#)

If you have completed your application, please proceed to the submit page.

[Submit Application](#)



Once all response fields have data entered, you will receive this message in green: *If you have completed your application, please proceed to the submit page.*

If you are ready to submit the application, click the "Submit Application" button.

Organization Name

Legal Name

D.B.A.

Organization Address

Street Address 1 123 Main Street

Street Address 2

City Atlanta

State Georgia

Zip 30303

County Fulton

Country United States

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Submitting Your Application

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Common Grant Application | Submit

I confirm that everything included in this grant application is true and accurate to the best of my ability.

Electronic Signature *

When you are ready to submit, check the box and hit the "Submit" button.

Ready to Submit *



Type in your name and check the box next to "Ready to Submit."

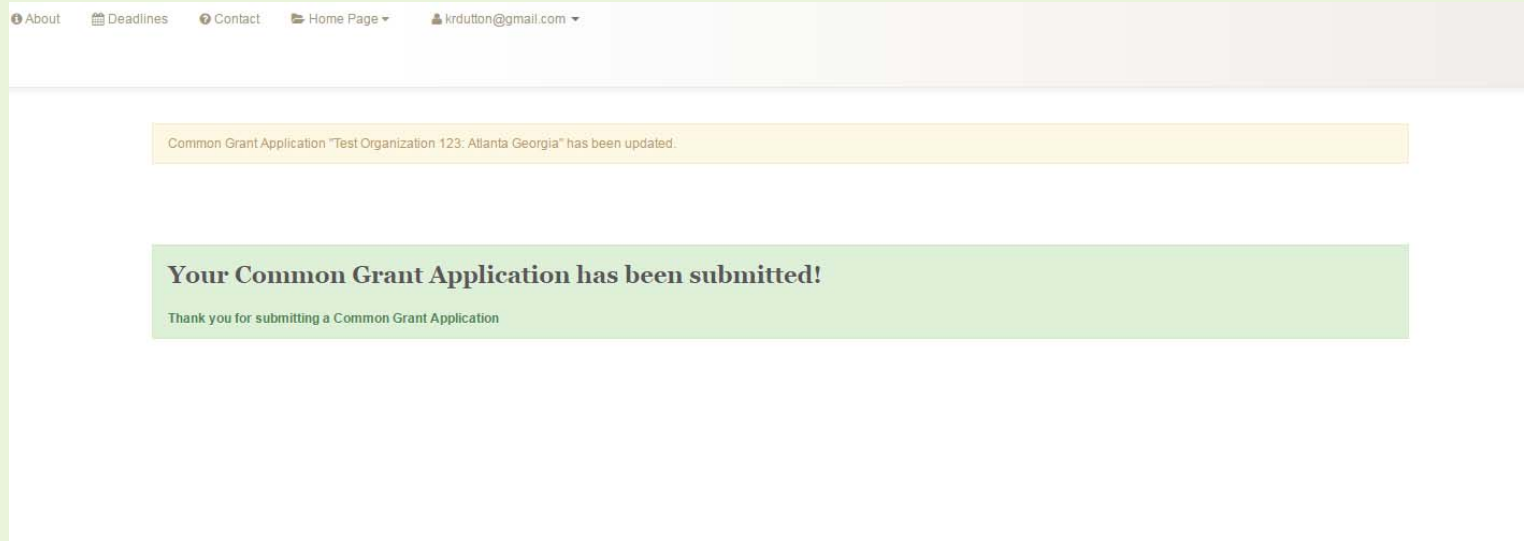
Click on the green "Submit" button when complete.

Submit





Submitting Your Application



Congratulations! Your application has been submitted. This is the only written confirmation you will receive, as no email confirmation will be sent out.

Note: You may edit and update your Organizational Profile and Common Grant Application at any time after submittal. The information can be edited at any time by logging into the portal. If you edit any fields after you've submitted your application, the updates will automatically generate on our side. You do not need to resubmit the application. Make sure all edits are made prior to grant deadlines, if you're applying for a grant.



Home Page

Home Page

Organizational Profile

Common Grant Application

Actions	Organization	Last Updated
Update Common Grant Application	Test Organization 123: Atlanta Georgia	05/17/2016

Menus at the top of the page

About: information about the Community Foundation

Deadlines: all grant deadlines

Contact: Foundation contact information if you need help

Home Page: access your open applications, including ones that have been submitted. The Common Grant Application is a live document and will be find under "My Open Applications."

Email address: edit your profile or sign out of portal

Use the "Last Updated" timestamp as a confirmation that the Foundation has received any recent edits to your application.



Questions?

For technical difficulties with the online portal, please contact:

- Hannah Klemm, Program Assistant
 - hklemm@cfgreateratlanta.org
- Anna Theodore, Grants Associate
 - atheodore@cfgreateratlanta.org

Link to the online portal:

- <https://jlweb.co/prod1/portal/portal.jsp?c=8693710&p=8699963&g=8699983>