

Submitting a Grant Application

([Portal FAQs](#))

Step 1: Account Creation

- ❑ Create a personal account in the [Seattle Foundation Portal](#)
 - A personal account lists your name and contact information and is your login to the Seattle Foundation Portal
- ❑ Link your profile to your organization's record
 - Each organization has a record of their own that exists independently of personal accounts
 - When working for an organization, you need to be linked as a contact to the organization record in order to complete specific tasks for that organization in Portal
 - Contact types are as follows – the same person can hold multiple contact roles
 - Primary contact: One person, generally CEO or Executive Director; can submit grants, view grant and payment history, and view and submit grant reports; can complete organization profile form; can request any edits to contact roles (subject to review)
 - Grants contact: One person, generally someone in development or fundraising; can submit grants, view grant and payment history, and view and submit grant reports; can complete organization profile form; can request to be added as grant contact (subject to review)
 - Finance contact: One person, generally someone in bookkeeping or finance; can request ACH enrollment form; can request to be added as finance contact (subject to review)
 - General contact: Unlimited, can be someone with any role in the organization; can submit grants; can request to be added as a specific contact designation (subject to review)

Step-by-step guide: [Creating an Account and Connecting it to your Organization](#)

Step 2: Apply for a Grant

- ❑ Review available grants on the [Nonprofits Homepage](#)
 - Application previews are available for most grants – use this option to download the application requirements and questions in advance to prepare for your submission
- ❑ Apply for a grant
 - Once in a grant application you can always save your progress and return later
 - To return to a started grant application, simply click into the grant link again

Step-by-step guide: [Applying for a Grant](#)