COMMUNITY
FOUNDATION
OF GREATER MEMPHIS

How To Apply

A Step-By-Step Guide For Navigating GranteeView

Accessing the Online Portal

- Go to cfgm.org or give365memphis.org
- Find and hover your mouse over the "Login" button in the top right corner of the page.
- In the "Login" drop-down, click "Grant Login."

GRANTS

WELCOME

REGISTER TO BE A GRANT ADMINISTRATOR

WELCOME, GRANTSEEKERS & GRANTEES

This is a secure portal for grantseekers and grantees of the Community Foundation of Greater Memphis. As a registered Grant Admin for your nonprofit, you can apply for a Community Foundation grant, track the status of an application, view grant payment history, submit grant reports, and more.

If are already registered as a Grant Admin, please LOGIN TO YOUR ACCOUNT.
If you are new to this grant portal, please review the steps below before you REGISTER HERE to proceed.

- You will then be redirected to this page.
- New Users: click "Register here."
- Returning users: click "Login to your account."

Is your organization ready to apply for a Community Foundation grant?

Step 1:
Create A Nonprofit Profile

The first step your organization should take to work with the Community Foundation is to create a profile on WHEREtoGIVEmidsouth.org, an online directory of Mid-South nonprofits and part of the LIVEGIVEmidsouth community information system. To be eligible for grant funding, an organization must have a published, reviewed WHEREtoGIVE profile. Get started on yours today!

Step 2:
Explore Our Grant Opportunities

Learn more about the Community Foundation's available grant opportunities and eligibility requirements by visiting our website. If you have any questions about the grant process, please contact Elizabeth Warren, Director of Grants & Initiatives at ewarren@cfgm.org or (901) 722-0022.

Step 3:
Register As A Grant Admin

After reviewing available grants and your organization's eligibility, you may be interested in applying to one of our grant programs. When the grant program opens to applicants, register as a Grant Admin and click Apply for a Grant to complete the program-specific application.

New Users:

- It is important to review the necessary steps that your organization must take before applying for a grant.

- Check that the grant program for which you would like to apply is currently accepting applications at cfgm.org/nonprofits.

- Do not register on GranteeView until you are ready and able to apply.

REGISTER TO BE A GRANT ADMINISTRATOR

In order to apply for a grant from the Community Foundation of Greater Memphis, you must first create an account as a Grant Administrator. **If you are an individual seeking funding opportunities for education,** click here **for information about Scholarships.**

Once you have created an account, you will complete Grant Admin registration by connecting to the organization you represent. Please allow Community Foundation staff up to 3 business days to approve you as a Grant Admin. During this time, you will have limited access to the grantee dashboard. NOTE: More than one person may create Grant Admin accounts for an organization.

If you experience any issues during this registration process, please email Director of Grants & Initiatives, Elizabeth Warren, or call her at (901) 722-0022.

First Name:

Last Name:

Email address:

Your email address will be your username for login.

Re-enter email address:

SUBMIT

- After clicking "Register here" to be a Grant Admin, you will be redirected to this page.

- Complete the form, and you should then receive an email with a verification link.

- Click on the link in the email to proceed.

STEP 1: GRANT ADMINISTRATION REGISTRATION (CONTINUED)

Please enter the following personal information to complete your registration as a grant administrator. After completing this screen, you will be able to connect your administrator profile to your organization.

All questions in **bold** are required to complete registration.

First Name:

Last Name:

Login ID:

Please enter your password:

Retype Password:

Challenge Questions (answer at least 1)

Question City of birth

Please select your security question and provide the answer below.

Answer

Date of Birth:

Work Address:

- After clicking the verification link in the email, you will be redirected to this page.

- Complete the remaining individual information.

Connecting to Your Organization

- Next, enter the name of the organization you represent in the search bar and click "Submit."

ORGANIZATION RESULTS:

Organization Name	Address	Tax ID	Add Myself as Grant Admin
100 Black Men of Middle Tennessee, Inc.	301 Donelson Pike P. O. Box 140789 Nashville, TN 37214	58-1984750	Add Myself as Grant Admin
12 Women Foundation, Inc.	P.O. Box 40242 Nashville, TN 37204	62-1870480	Add Myself as Grant Admin
2 Million Dogs	1460 Madison Avenue Memphis, TN 38104	26-3780773	Add Myself as Grant Admin
20th Century Christian Foundation	2809 Granny White Pike Nashville, TN 37204	23-7043300	Add Myself as Grant Admin
24 Hours of Booty, Inc.	801 East Morehead Street, Suite 308 Charlotte, NC 28202	20-3768277	Add Myself as Grant Admin
30 Mile River Watershed Association	P. O. Box 132 Mount Vernon, ME 04352	26-1526329	Add Myself as Grant Admin
300 Club of Atlanta	3060 Peachtree Rd., NW Box 116 Atlanta, GA 30305	58-1974297	Add Myself as Grant Admin
350 Org	20 Jay Street, Suite 732 Brooklyn, NY 11201	26-1150699	Add Myself as Grant Admin
35th Ward Civic Club	263 W. Waldorf Memphis, TN 38109		Add Myself as Grant Admin
363 Feed the Need, Inc.	144 County Rd. 734 c/o Phoebe Curtis Wynne, AR 72396	81-5361292	Add Myself as Grant Admin

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- When you find your organization in the search results, select "Add Myself as Grant Admin."

- Give the Community Foundation staff up to three days to verify your affiliation with the organization you have requested to be a Grant Admin.

- If your organization does not appear in the results and you would like it to be added, contact Community Foundation staff with your organization's name, EIN number, mailing address, and any other contact information, such as a website address.

Navigating the Portal

- Once you have been approved as a Grant Admin, you will receive an email indicating so.
- Login to GranteeView. From the Grants Dashboard, you may begin a grant application, view past applications and grants on "Application Status and History," view your organizations grant payment history, and update contact information on My Profile or Organization Profile.

Applying for a Grant

- To begin a grant application, click the tab "Apply For a Grant." You will have to answer a few prequalifying questions to begin.

- If the grant program to which you would like to apply is not listed, it is likely not currently accepting applications. Check cfgm.org/nonprofits for more details.

Applying for a Grant

WELCOME

RESOURCES FOR NONPROFITS

GRANTS DASHBOARD

APPLY FOR A GRANT

APPLICATION STATUS & HISTORY

GRANT PAYMENT HISTORY

MY PROFILE

GRANT QUESTION EDITOR

ORGANIZATION PROFILE

Begin Capacity Building Grant Application
Please enter a name or title for your project and click next to begin your application.

Application / Project Name:

NEXT   CANCEL

- Title your grant application in a way that conveys for what your organization will be requesting funding. Select "Next" when you are ready to proceed.

- If you need to update your application name at any point during the process, contact Community Foundation staff.

Returning to a Saved or Past Application

- Once you start an application, you can save your progress and return to it at any time.

- To return to an in-progress (or previously submitted) application, login to GranteeView and select "Application Status & History" from the navigation menu.

- Search for the application by updating the Search Date Range to "Before [today's date]". Click on the associated application, and compete the requirements listed in the Application Uploads table.

Questions?

Contact:

Aerial Ozuzu

Director of Grants & Initiatives

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