

# GranteeView FAQs

## General Assistance

Who do I contact for questions about the grant portal or technology-related concerns?

If you need assistance with the grant portal, such as resetting your password, recovering log in information or other technology-related concerns, or if you would like to change your organizational information, please reach out to our Grants Administration team at [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org).

Who do I contact with questions about eligibility, grant guidelines or application content?

If you have questions about application content or the guidelines, please contact our Grant team. Our Grant team is comprised of program officers who have program area expertise and can help you identify grants that are the best fit for your organization. If you are new to our Foundation, take a moment to meet the [Grant Team](#). If you need further assistance, feel free to reach out to the Grant team at [grants@spmcf.org](mailto:grants@spmcf.org) with questions.

## GranteeView Registration

I was registered previously in the old system and have been a past grantee. Should I register for GranteeView?

Login credentials created prior to August 2022 will not work in this new portal. In summer of 2022, we transitioned to a new enterprise technology system, which included adopting a new grant portal called GranteeView for our grantmaking. If you participated in the second competitive grant round of 2022, which opened on August 8, 2022, you may already be registered within our portal. If you have forgotten your login credentials, please click on the “Forgot Password” or “Forgot Username” links on the [GranteeView login page](#).

How do I register for GranteeView?

Visit [GranteeView](#) to begin your registration. You can find additional resources to help walk you through the registration process on the [Portal Instructions](#) page.

## **What happens after I complete my registration?**

Once you have registered yourself, you will need to connect your profile to your organization's profile. If your organization has not received a grant from the Foundation in the past, you will need to register your organization. Your connection to your organization will need to be approved prior to submitting a grant application. Once your registration has been approved, you will be designated as a Grant Administrator for your organization.

## **Can I start my application before registering?**

No, you need to be registered for GranteeView in order to start your application. Once you are registered, you can start your application, even if you are waiting to be confirmed as a Grant Administrator for your organization.

## **What does it mean when the system says that I'm a Grant Administrator?**

A Grant Administrator can submit grant applications, see all applications that have been created and view the organization's payment history. An organization can have multiple Grant Administrators registered.

## **What is the difference between what I can see as a Grant Administrator versus what a grant writer or staff member sees?**

A grant writer or staff member who does not have Grant Administrator access cannot view the organization's private information or payment history. They can only view applications that they have created, but they cannot submit applications.

## **I'm a grant writer for multiple organizations. Do I need to register myself for each organization?**

You only need to register yourself once. When your registration has been approved, you can search for the organizations you are applying on behalf of and connect the organization to your profile. Make sure you are applying for the correct grant opportunity under the correct organization.

## **When is my application due?**

Check the [Grant Resources page](#) for information about specific application deadlines.

## **Will you accept late applications?**

No. In fairness to all applicants who submit their applications on time, our deadlines are firm.

### **What if I am having trouble accessing the online application in GranteeView?**

We use an online application system. We understand this may present a barrier to some applicants, and we will make reasonable efforts to accommodate needs on a case-by-case basis. Please [contact us](#) as soon as possible, but no later than one week before the application deadline, to discuss your specific circumstances. We cannot make accommodations after the application deadline.

### **What if my application is late due to technical issues?**

Applications received after the deadline will not be considered except in the case of unforeseen technical difficulties beyond the applicant's control. If you are experiencing technical issues with GranteeView, you must email [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org) prior to the application deadline with the organization name and details of the technical issue (with screen captures if applicable). In fairness to all applicants who submit their applications on time, the following conditions are not valid reasons to permit late submissions: 1) failure to complete the registration process before the deadline date; 2) failure to follow GranteeView instructions on how to register and apply; 3) failure to follow grant guidelines; and 4) technical issues experienced with the applicant's computer or information technology (IT) environment.

## **Grant Related Questions**

### **Do organizations have to be in Minnesota in order to apply?**

Generally, organizations that receive grants are located in Minnesota.

### **How do I view the status of my grant or application?**

To view the status of a previous application or grant, log into [GranteeView](#). Select the My Applications tab. The My Applications table will show you basic information about your applications, including status. Applications with a status of "In Process" have not yet been submitted and still need additional information. While the information here does represent your application's current status, please do not consider your request approved until you have received written notification from the Foundation.

To view payment history, select the Payment History tab. This tab will show you all, if any, payments from the Saint Paul & Minnesota Foundation, F. R. Bigelow Foundation and the Mardag Foundation to your organization. The application ID and project name are related to the grant application.

**I accidentally created a duplicate application by mistake and need to delete the application I do not intend to submit. Can I do that?**

No, the system does not allow applicants to delete an application, even if it was created by mistake. Please email [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org) to notify them of which specific application is not needed. While the unneeded application cannot be deleted, our staff have the ability to close the application, making it no longer editable and indicating to staff that it should not be considered as a valid request for funding. Please make sure you clearly identify which application needs to be closed, and which application you would like to keep open to submit for funding consideration, once completed.

**If I received a grant in Round 1 of 2023 grantmaking, am I eligible for Round 2 of 2023 grantmaking?**

If your organization received a grant from one of our three foundations in Round 1 of 2023, you will not be able to receive a grant in Round 2 of 2023 from that foundation. You may still be eligible to apply for a grant through one of the other foundations. If you have any specific questions about this, please reach out to a [Grants Team](#) member.

**If I applied for Round 1 of 2023, but my application was denied and did NOT receive funding, am I eligible to apply in Round 2 of 2023 grantmaking?**

Yes, if you applied for funding in Round 1 of 2023 but did NOT receive a grant and do not have an active grant with the respective Foundation, you are eligible to apply for Round 2 of 2023 grantmaking.

**I received a grant in prior years, but did NOT receive a grant in Round 1 of 2023; am I eligible to apply in Round 2 of 2023 grantmaking?**

If the grant period for any grant you received in previous years has ended, you are eligible to apply for Round 2 of 2023 grantmaking.

**Once we submit our application, how long will it take for us to hear back about whether we will be receiving a grant for Round 2 of 2023 grantmaking?**

The grant round will be facilitated through our new grant portal. We will communicate all process updates ahead of opening the grant round through Information Sessions posted on our [Grant Resources webpage](#). As a practice, we encourage you to please reach out to a Grants team member before applying, though it is not required.

**What if my most recent approved budget is from long ago?**

Please email a [Grants Team](#) member to discuss your situation.

**What if my required documents are finished but have not been reviewed or finalized by the board?**

Our team understands that timing is everything in applying and sometimes yours may not always match the application requirements. Please email a [Grants Team](#) member to discuss your situation.