



New User Instructions

(page 1 of 21)

You may want to print these instructions before clicking on the Logon link on our webpage.

A.V. Hunter Trust, Inc.

Logon Page

Email Address*

Password*

Log On

Create New Account



[Forgot your Password?](#)

Welcome to the A.V. Hunter Trust's online grant portal. Please record this information in a safe place. This Logon page will be your portal to access all grant applications and reports from now on.

New Users: Please click on "Create New Account" to begin the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log on. If you forgot your password, please use the "Forgot your Password" link to reset your password.


Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Program Officer, Ryan Campbell at 303-399-5450.


Organization Information

Read the instructions and complete all required fields, then click "Next."

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

EIN / Tax ID (##-#####)*

Organization Name is Required

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

County*

Next >

User Information

Please click “Copy Address from Organization” to autofill the address fields.
Your Username will be your Email Address. Fill out all required fields, then click “Next.”

User Information

Prefix (Mr, Mrs, Ms, etc.)* **First Name***

Prefix (Mr, Mrs, Ms, etc.) is Required

Middle Name **Last Name***

Suffix (Sr, Jr, III, etc.) **Business Title***

Email / Username* **Email / Username Confirmation***

Telephone Number (###-###-#### x###)* **Mobile Number (###-###-####)**

Address 1* **Address 2**

City* **State***

Postal Code* **Country**

Make sure you ONLY use the “Previous” or “Next” buttons to navigate from one screen to the next. If you use your browser back button, any information that you entered on that screen will be lost.

Executive Officer Question

If you ARE the Executive Officer, click “Yes” then click “Next” (see page 6).
If you are NOT the Executive Officer, click “No” then click “Next” (see page 7).

Executive Officer Question

Are you the Organization's Executive Officer?*

Yes

No

< Previous

Next >

Additional Executive Officer Information

Additional Executive Officer Information

If you ARE the Executive Officer:

The system will prompt you to complete any remaining non-required fields that you have not completed.
You can skip this step if you wish and just click “Next” to move on.

Additional Executive Officer Information

Middle Name

Suffix (Sr, Jr, III, etc.)

Mobile Number (###-###-####)

< Previous



Next >

Password

Additional Executive Officer Information

If you are NOT, the Executive Office:

Please click “Copy Address from Organization” to autofill the address fields. Fill out all required fields, then click “Next.”



Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, etc.)* **First Name***

Prefix (Mr, Mrs, Ms, etc.) is Required

Middle Name **Last Name***

Suffix (Sr, Jr, III, etc.) **Business Title***

Email* **Telephone Number (###-###-#### x###)**

Mobile Number (###-###-####) **Address 1**

Address 2 **City**

State **Postal Code**



Password

Create and confirm your password. Click “Create Account” to go to the next step.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password*

Confirm Password*

[← Previous](#)




[Create Account](#)

Email Confirmation

Check your email to see if you received a confirmation email. Mark the appropriate box at left. Then click “Continue” to get to the application page.

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'A. V. Hunter Trust, Inc. (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'A. V. Hunter Trust, Inc. (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email





Application Process

Apply Page

- 1) When you log on to access a Letter of Inquiry (LOI) or Grant Application, you will need to click on the “Apply” button at the top of the screen to get to this page.
- 2) Enter the Access Code given to you by the Trust. If you do not have one, please call 303-399-5450.
- 3) Then click “Enter Code”.

The screenshot shows the top navigation bar of the application. It includes a logo on the left, a home icon, and several menu items: 'Apply', 'Organization History', and 'Fax to File'. Below the navigation bar, there is a large 'Apply' button with a document icon. To the right of this button is a text input field labeled 'Enter Access Code' and a button labeled 'Enter Code'. A green arrow labeled '1' points to the 'Apply' button. Another green arrow labeled '2' points to the 'Enter Access Code' input field. A third green arrow labeled '3' points to the 'Enter Code' button. Below the input field, there is a light green informational box with a blue border containing the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' At the bottom of the page, there is a 'Quick Search' bar with a magnifying glass icon and a close button (X).

Apply Page

Once you enter your Access Code, the LOI or Grant Application for you to complete will appear.

- 1) Read the instructions in the text box.
- 2) Click the blue “Apply” button to begin the application.

The screenshot shows the 'Apply' page interface. At the top left is a green navigation bar with a logo and icons for Home, Apply, Organization History, and Fax to File. Below this is a search bar labeled 'Quick Search'. The main content area features a card for 'February 1, 2019 - Application Deadline' with the text 'Accepting Submissions until 02/01/2019' and an 'Apply' button. A green arrow labeled '1' points to the 'Preview' button below the card. Another green arrow labeled '2' points to the 'Apply' button on the right side of the card.

Application Page

You can preview the application by simply scrolling down the page. You can also preview the application by clicking the “Question List” button, which will download a PDF file that shows all application questions and required attachments.



Apply

Organization History

Fax to File

Application

Process: February 1, 2019 - Application Deadline

Contact Info

Request

Applicant:

Mr. John Doe
johndoe@exampleorganization.org
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246



Organization:

Example Organization
11-1111111
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246



[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

Application

Question List



Fields with an asterisk (*) are required.

Organization Information

Amount of Grant Request*

\$

Application Page

- 1) You can save the application at any time by scrolling to the bottom of the page and clicking “Save Application.” The form will also autosave your progress as you type.
- 2) Click “Submit Application” at the bottom of the page once your application is complete.

2,500 characters left of 2,500

Significant Changes

Have there been any significant changes in your organization since the grant application was submitted? This could be capital campaigns, changes in leadership, changes in funding, etc.

2,500 characters left of 2,500

Changes to Tax Exempt Status?

Have there been any changes to your organization's federal tax exempt status since you were awarded this grant? If yes, please explain in the "Significant Changes" section above.

- Yes
 No

✓ Electronic Signature

Electronic Signature*

By typing my name below, I certify that the information contained in this application is true and correct to the best of my knowledge.



Save Application

Submit Application

Application Page

You can view the status of previous applications by clicking on the “Request” tab.

Application

Process: February 1, 2019 - Application Deadline

Contact Info Request

Current Status: None

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED
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Application Question List

Fields with an asterisk (*) are required.

> Organization Information

> Narrative

> Financial Questions



Dashboard Navigation

Home Button

If you click the Home button, it will take you to the “Applicant Dashboard.” Here you can find a record of every application that you have submitted through the system as well as any applications that are in process. If you need to come back to a saved application, you can do so here.



Apply

Organization History

Fax to File

Applicant Dashboard

Applicant:

Mr. John Doe
johndoe@exampleorganization.org
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246



Organization:

[Example Organization](#)
11-1111111
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246



[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

Active Requests **1**

Historical Requests **0**

Health - Dental

Process: November 1, 2018 - Application/Report

Application	Submitted	10/12/2018	View Application
Decision	Undecided		

Organization History

The “Organization History” button at the top of the page takes you to the “Organization Summary” page. Here you can view and edit organization information by clicking the “Organization Info” tab.

The screenshot shows the top navigation bar with a green header. The navigation items are: Home, Apply, Organization History, and Fax to File. Below the navigation is the "Organization Summary" page for "Example Organization". A search bar contains "Example Organization". Below the search bar are four tabs: "Organization Info", "Request History", "Contacts", and "Documents" (with a notification badge showing "0"). The "Organization Info" tab is selected. The content area displays the following information:

- Example Organization**
111 S. Main St.
Suite 111
Denver, CO 80246
- Primary Contact:** John Doe
- Website:** <http://www.exampleorganization.org/>
- Telephone Number:** 111-111-1111
- Organization Email:** sample@exampleorganization.org
- EIN / Tax ID:** 11-1111111
- Last Updated:** 10/12/2018

An "Edit" button is located in the bottom right corner of the content area.

Organization History

The “Request History” tab shows you previous grants submitted and award history.



Apply

Organization History

Fax to File

Organization Summary

Example Organization

Example Organization



Organization Info

Request History

Contacts

Documents **0**

↕DATE	↕PROCESS	↕PROJECT	↕TYPE	↕STATUS	↕GRANTED	↕PAID
10/12/2018	November 1, 2018 Application Deadline	(View Request)	N/A	Application Submitted	\$0.00	\$0.00
Totals:					\$0.00	\$0.00

Organization History

The “Contacts” tab shows you all of the recorded contacts for your organization.
You can disregard the “Documents” tab as we will not be using this feature.



Apply

Organization History

Fax to File

Organization Summary

Example Organization

Example Organization

Organization Info

Request History

Contacts

Documents 0

Contacts 1

PRIMARY NAME

TITLE

EMAIL

PHONE

John Doe

Grant Writer

johndoe@exampleorganization...

111-111-1111

Inactive Contacts 0

Editing Personal or Organizational information

If you click on your name in the upper right hand corner of the screen, a dropdown menu will appear which will give you the option to edit your profile, edit the organization profile, or sign out.



John Doe ▾

Example Organization
Last Logon: 10/12/2018

Edit My Profile
 Edit Organization
 Sign Out

Apply Organization History Fax to File

Organization Summary

Example Organization

Example Organization

Organization Info | Request History | Contacts | Documents **0**

Example Organization
111 S. Main St.
Suite 111
Denver, CO 80246

Primary Contact: John Doe
Website: <http://www.exampleorganization.org/>
Telephone Number: 111-111-1111
Organization Email: sample@exampleorganization.org
EIN / Tax ID: 11-1111111

Last Updated: 10/12/2018

Edit