

User Instructions

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



 **Grants to Organizations**

Apply Page

- 1) When you log on to access an Eligibility Review 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”.

A. V. Hunter Trust – Grants to Organizations John Doe ▾

[Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

Select Language ▾

[Apply](#)

[Sample Organization](#)

ℹ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Grant Management Software provided by Foundant Technologies © 2024

Apply Page

Once you enter your Access Code, the 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.

A. V. Hunter Trust – Grants to Organizations John Doe

APPLY ORGANIZATION HISTORY

Select Language

Apply

Sample Organization

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

2024 - April 1 - Grant Application/Report Accepting Submissions until 04/01/2024

All organizations applying by April 1, 2024 are reviewed at the August 2024 board meeting and will be notified of grant status after that time.

?

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.

The screenshot displays the 'Application' page for 'A. V. Hunter Trust - Grants to Organizations'. The user 'John Doe' is logged in. The page shows the application process for '2024 - April 1 - Grant Application/Report'. There are three tabs: 'Contact Info', 'Request', and 'Documents' (with a notification icon). The 'Contact Info' tab is active, showing applicant and organization details. A red arrow points to the 'Question List' button. Below the contact info, there is a section for 'Organization Information' with two required sections: 'Funding Notification*' and 'Mailing Address Confirmation*'. The footer indicates the software is provided by Foundant Technologies © 2024.

A. V. Hunter Trust – Grants to Organizations John Doe

[APPLY](#) [ORGANIZATION HISTORY](#)

Select Language

Application

Process: 2024 - April 1 - Grant Application/Report

[Return to Application Evaluation Assigned](#)

Contact Info Request Documents 0

Applicant: Mr John Doe avhuntertrust@gmail.com 303-333-3333 123 Main Street Denver, CO 80217	Contact Email History	Organization: Sample Organization 11-1111111 303-333-3333 123 Main Street Denver, CO 80217 Denver
--	---------------------------------------	---

Application [Question List](#) ⋮

ⓘ Fields with an asterisk (*) are required.

Organization Information

Funding Notification*
All communication related to funding will be sent to you via email from this email address: A. V. Hunter Trust Inc. administrator@grantinterface.com. To ensure that you receive this communication, please add this email address to your email contact list, and make sure that it is not blocked by your firewalls or spam filters. Please also whitelist the @avhuntertrust.org domain in your email as well.
 I have added administrator@grantinterface.com to my email contact list

Mailing Address Confirmation*
To ensure that any funding award checks are sent to the correct location, please verify that the correct mailing address is listed in the Contact Info section at the top of this page. If you need to update this, you can click the pencil icon in that section to make any changes necessary.
 The mailing address listed in the Contact Info section at the top of this page is correct.

Grant Management Software provided by Foundant Technologies © 2024

Application Page

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

The screenshot displays the 'Application' page for 'A. V. Hunter Trust - Grants to Organizations'. The user 'John Doe' is logged in. The page features a navigation bar with 'APPLY' and 'ORGANIZATION HISTORY' buttons. A 'Select Language' dropdown is visible on the left. The main content area shows the application details for 'Process: 2024 - April 1 - Grant Application/Report'. A tabbed interface at the top includes 'Contact Info', 'Request' (highlighted with a red arrow), and 'Documents' (with a '0' notification). The 'Request' tab displays applicant and organization information, including contact details and a 'Contact Email History' link. Below this, there is a 'Question List' button and a section for 'Organization Information' with 'Funding Notification*' and 'Mailing Address Confirmation*' sections, each containing explanatory text and a checkbox.

Application

Process: 2024 - April 1 - Grant Application/Report

[Return to Application Evaluation Assigned](#)

Contact Info Request Documents 0

Applicant:
Mr John Doe
avhuntertrust@gmail.com
303-333-3333
123 Main Street
Denver, CO 80217

Organization:
Sample Organization
11-1111111
303-333-3333
123 Main Street
Denver, CO 80217 Denver

[Contact Email History](#)

Application Question List

Fields with an asterisk (*) are required.

Organization Information

Funding Notification*

All communication related to funding will be sent to you via email from this email address: A. V. Hunter Trust Inc. administrator@grantinterface.com To ensure that you receive this communication, please add this email address to your email contact list, and make sure that it is not blocked by your firewalls or spam filters. Please also whitelist the @avhuntertrust.org domain in your email as well.

I have added administrator@grantinterface.com to my email contact list

Mailing Address Confirmation*




To ensure that any funding award checks are sent to the correct location, please verify that the correct mailing address is listed in the Contact Info section at the top of this page. If you need to update this, you can click the pencil icon in that section to make any changes necessary.

The mailing address listed in the Contact Info section at the top of this page is correct.

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.

A. V. Hunter Trust – Grants to Organizations John Doe

  APPLY  ORGANIZATION HISTORY

3,500 characters left of 3,500

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.

3,500 characters left of 3,500


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.

Abandon Request Save Application **Submit Application**



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.

The screenshot displays the Applicant Dashboard interface. At the top, a green header bar contains the text "A. V. Hunter Trust – Grants to Organizations" on the left and a user profile icon labeled "John Doe" on the right. Below the header, a navigation bar includes a logo, a home icon (highlighted with a red arrow), and buttons for "APPLY" and "ORGANIZATION HISTORY". The main content area shows a "Process: 2024 - April 1 - Grant Application/Report" and a link to "Return to Application Evaluation Assigned". Below this are tabs for "Contact Info", "Request", and "Documents" (with a notification icon). The "Contact Info" tab is active, showing applicant and organization details. The applicant information includes: Mr John Doe, avhuntertrust@gmail.com, 303-333-3333, 123 Main Street, Denver, CO 80217. The organization information includes: Sample Organization, 11-1111111, 303-333-3333, 123 Main Street, Denver, CO 80217 Denver. A "Contact Email History" link is also present. Below the contact info is an "Application" section with a "Question List" button. A message states: "Fields with an asterisk (*) are required." The "Organization Information" section contains two required fields: "Funding Notification*" and "Mailing Address Confirmation*", each with a checkbox and explanatory text.

A. V. Hunter Trust – Grants to Organizations John Doe

Select Language

Applicant Dashboard

Process: 2024 - April 1 - Grant Application/Report

[Return to Application Evaluation Assigned](#)

Contact Info Request Documents 0

Applicant:
Mr John Doe
avhuntertrust@gmail.com
303-333-3333
123 Main Street
Denver, CO 80217

Organization:
Sample Organization
11-1111111
303-333-3333
123 Main Street
Denver, CO 80217 Denver

[Contact Email History](#)

Application Question List

Fields with an asterisk (*) are required.

Organization Information

Funding Notification*
All communication related to funding will be sent to you via email from this email address: A. V. Hunter Trust Inc. administrator@grantinterface.com To ensure that you receive this communication, please add this email address to your email contact list, and make sure that it is not blocked by your firewalls or spam filters. Please also whitelist the @avhuntertrust.org domain in your email as well.
 I have added administrator@grantinterface.com to my email contact list

Mailing Address Confirmation*
To ensure that any funding award checks are sent to the correct location, please verify that the correct mailing address is listed in the Contact Info section at the top of this page. If you need to update this, you can click the pencil icon in that section to make any changes necessary.
 The mailing address listed in the Contact Info section at the top of this page is correct.

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.

A. V. Hunter Trust – Grants to Organizations John Doe

Select Language | [HOME](#) [APPLY](#) **ORGANIZATION HISTORY**

Applicant Dashboard

Sample Organization

Active Requests **1** | Historical Requests **0**


Process: 2024 - April 1 - Grant Application/Report			
Application	Submitted	02/15/2024	View Application
Decision	Undecided		

Grant Management Software provided by Foundant Technologies © 2024

Organization History

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

Organization Summary
Sample Organization



Organization Info | Request History | Contacts | Documents

Date	Process	Project	Organization	Type	Status	Granted	Paid
02/15/2024	2024 - April 1 - Grant Application/Report	(View Request)	Sample Organization	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.

A. V. Hunter Trust – Grants to Organizations John Doe

Home APPLY ORGANIZATION HISTORY

Select Language

Organization Summary

Sample Organization

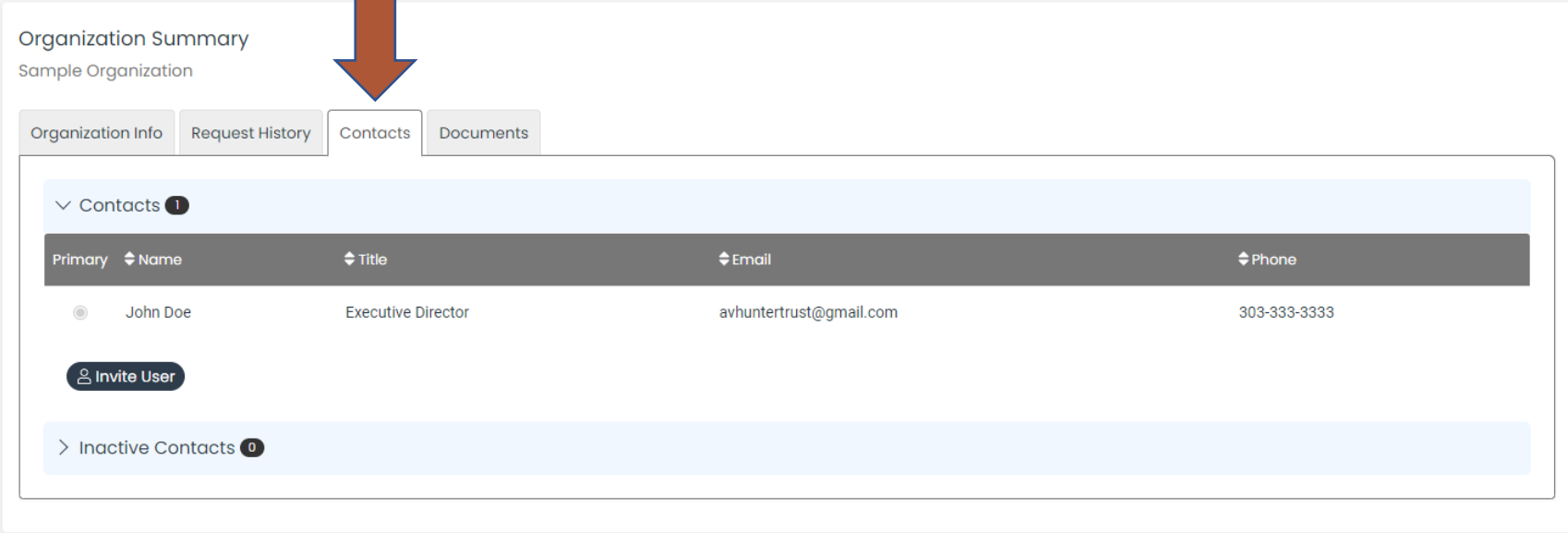
Organization Info Request History **Contacts** Documents

▼ Contacts 1

Primary	Name	Title	Email	Phone
<input type="radio"/>	John Doe	Executive Director	avhuntertrust@gmail.com	303-333-3333

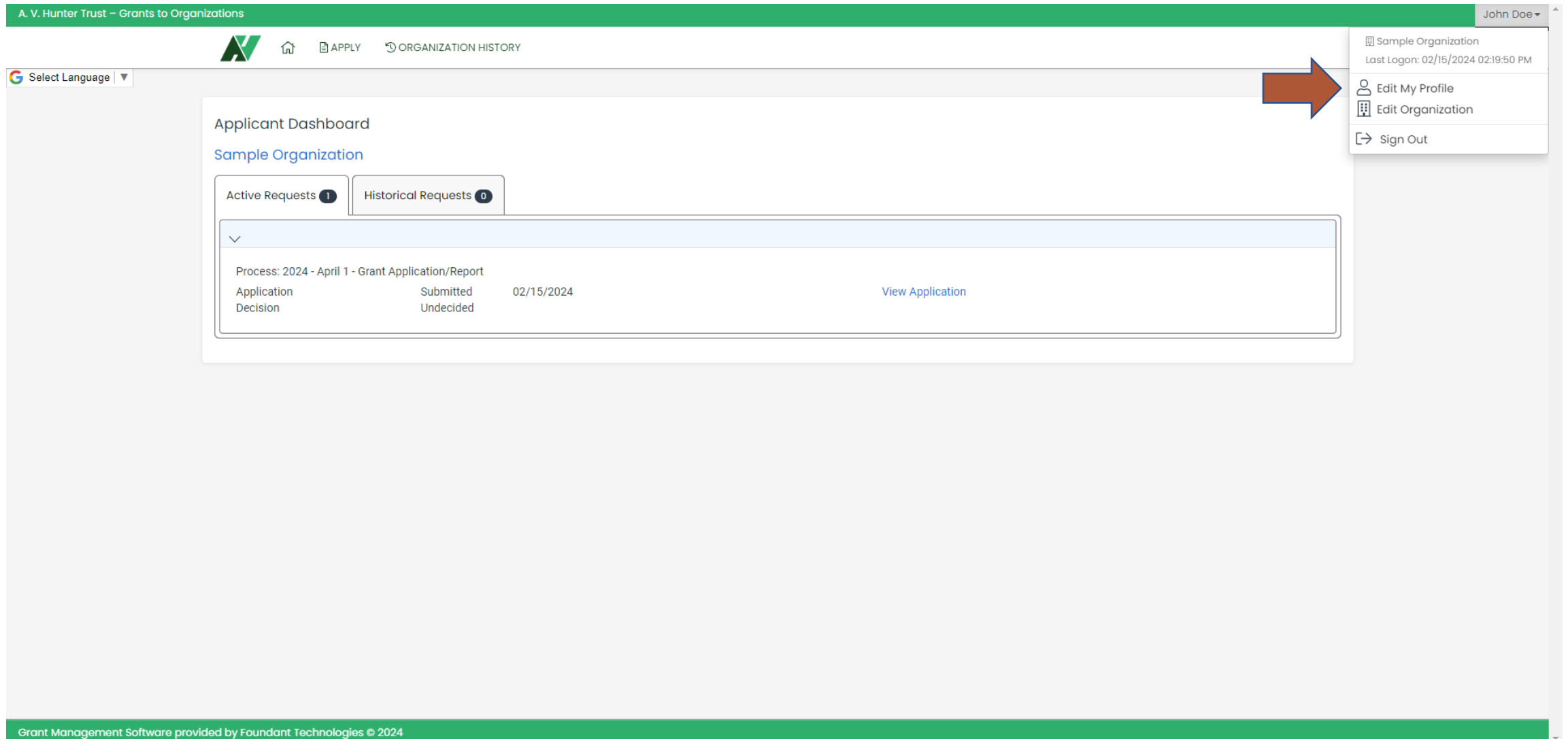
[Invite User](#)

> 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.



The screenshot displays the Applicant Dashboard for 'Sample Organization'. The user 'John Doe' is logged in, and a dropdown menu is open, showing options to 'Edit My Profile', 'Edit Organization', and 'Sign Out'. A red arrow points to the user's name in the top right corner.

Applicant Dashboard
Sample Organization

Active Requests **1** | Historical Requests **0**

Process: 2024 - April 1 - Grant Application/Report			
Application	Submitted	02/15/2024	View Application
Decision	Undecided		

Grant Management Software provided by Foundant Technologies © 2024