

## User Instructions

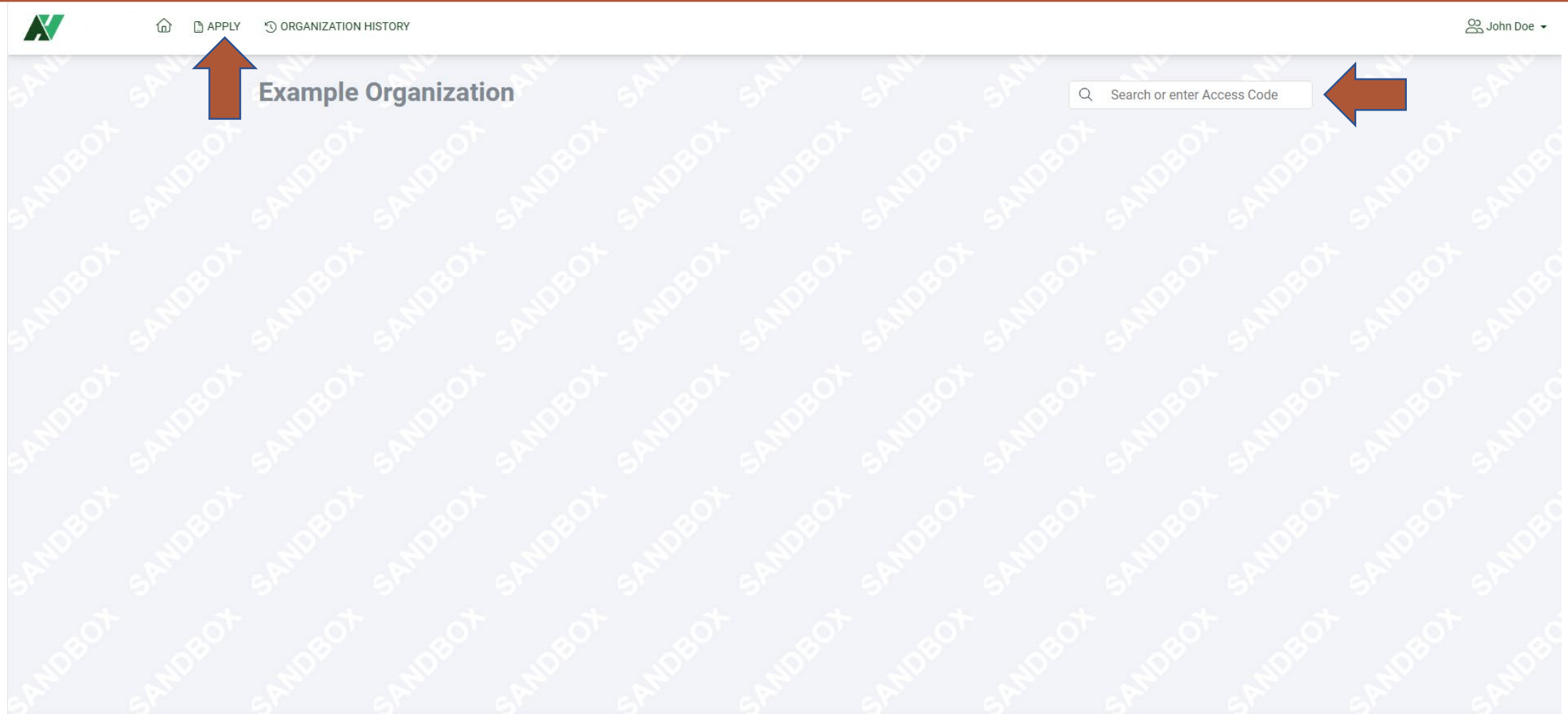
You may want to print these instructions before clicking on the Logon link on our webpage.



 **Grants to Organizations**

## Apply Page

- 1) When you log on to access an Eligibility Review or Grant Application/Report, 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 and hit the “Enter” key on your keyboard. If you cannot find your code, please email: [info@avhuntertrust.org](mailto:info@avhuntertrust.org).



## Apply Page

Once you enter your Access Code, the current application will appear.

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

Example Organization

August 1, 2025 - Grant Application/Report

All organizations applying by August 1, 2025 are reviewed at the December board meeting and will be notified of grant status after that time.

Closes 08/01/2025





Preview Apply

## 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.

A. V. Hunter Trust – Grants to Organizations

John Doe



Select Language

Application

Process: August1, 2025 – 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](mailto: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.



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## Application Page

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

A. V. Hunter Trust – Grants to Organizations

John Doe

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

Select Language

Application

Process: August1, 2025 – 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  
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123 Main Street  
Denver, CO 80217 Denver

[Contact Email History](#)

Application

Question List

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☐ 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

**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

Previous Funding from the A.V. Hunter Trust

**Have you received grant funding from the A.V. Hunter Trust in the past two years?\***  
☐ 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

Grant Management Software provided by Foundant Technologies © 2025

## Dashboard Navigation

## Home Button

If you click the House Icon (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 go back to a saved application, you can do so here.

The screenshot displays the Applicant Dashboard interface. At the top, a navigation bar includes a house icon (home button), an 'APPLY' button, and a link to 'ORGANIZATION HISTORY'. The user 'John Doe' is logged in. A red arrow points to the house icon. The dashboard is divided into a sidebar and a main content area. The sidebar shows 'ASSIGNED TO YOU (0)' and 'UPCOMING (0)'. The main content area is titled 'Example Organization' and features a search bar. Below the search bar, there are tabs for 'Action Needed (0)', 'No Action (1)', 'Completed (0)', and 'Historical (0)'. A card is visible under the 'No Action (1)' tab, showing 'Test Application/Report #2' for 'Health - Dental', submitted on '10/12/2018'.



## Organization History

The “Organization History” button at the top of the page takes you to the “Organization Summary” page where you can view org contact info and grant history information. Click the pencil icon to update any organization contact information. The “Summary” link will take you back to this page.

The screenshot displays the 'Organization Summary' page for 'Example Organization'. The top navigation bar includes a home icon, 'APPLY', and 'ORGANIZATION HISTORY' (highlighted with a red arrow). The user 'John Doe' is logged in. The left sidebar contains links for 'Summary' (highlighted with a red arrow), 'Requests', 'Contacts', and 'Documents'. The main content area shows the organization's contact information: 11-1111111, EXAMPLEORGANIZATION.ORG, 111-111-1111, and SAMPLE@EXAMPLEORGANIZATION.ORG. Below this is the address: 111 S. Main St. Suite 111, Denver, CO 80246. A 'New Organization Summary' toggle is set to 'ON'. The summary cards show: Total Awarded \$0.00, Total Requests 1, Total Approved 0, Last Grant Date N/A, and Overdue Follow Ups 0. The 'Requests' section shows a single request from 10/22/2018, labeled 'Application Submitted', for 'Health - Dental' (Test Application/Report #2). A 'View 1' button is present. The background is watermarked with 'SANDBOX'.

11-1111111  
EXAMPLEORGANIZATION.ORG  
111-111-1111  
SAMPLE@EXAMPLEORGANIZATION.ORG

Example Organization

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

New Organization Summary ☒

Total Awarded **\$0.00**

Total Requests **1**

Total Approved **0**

Last Grant Date **N/A**


Overdue Follow Ups **0**


Requests View 1


10/22/2018 Application Submitted **Health - Dental**  
Test Application/Report #2


Organization History


The “Requests” link shows you previous grants submitted and award history.





 APPLY

 ORGANIZATION HISTORY

 11-1111111

 EXAMPLEORGANIZATION.ORG

 111-111-1111

 SAMPLE@EXAMPLEORGANIZATION.ORG

Summary

**Requests**

Contacts

Documents

Example Organization

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

New Organization Summary

Requests

Search

Date	Process	Project	Type	Status	Granted	Paid
10/22/2018	Test Application/Report #2	Health - Dental	N/A	Application Submitted	\$0.00	\$0.00

## Organization History

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

The screenshot shows the 'Organization History' page in the Grant Management Software. The top navigation bar includes a home icon, 'APPLY', 'ORGANIZATION HISTORY', and a user profile for 'John Doe'. The left sidebar contains links for 'Summary', 'Requests', 'Contacts', and 'Documents'. The 'Contacts' link is highlighted with a red arrow. The main content area shows the contact details for 'John Doe', a Grant Writer, with email 'johndoe@exampleorganization.org' and phone '111-111-1111'. A 'New Organization Summary' toggle is visible in the top right. The 'Documents' link is also highlighted with a red arrow.

11-1111111  
EXAMPLEORGANIZATION.ORG  
111-111-1111  
SAMPLE@EXAMPLEORGANIZATION.ORG

Summary  
Requests  
**Contacts**  
Documents

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

Contacts

JD **John Doe**  
Grant Writer

Email johndoe@exampleorganization.org  
Phone 111-111-1111

Primary

New Organization Summary

## 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 Grant Management Software interface. At the top, a navigation bar includes a home icon, an 'APPLY' button, and a link to 'ORGANIZATION HISTORY'. On the left, a sidebar contains a contact information block (phone: 11-1111111, email: SAMPLE@EXAMPLEORGANIZATION.ORG) and a menu with 'Summary', 'Requests', 'Contacts' (highlighted), and 'Documents'. The main content area is titled 'Example Organization' and shows the address '111 S. Main St. Suite 111, Denver, CO 80246'. Below this, a 'Contacts' section features a profile card for 'John Doe', a Grant Writer, with email 'johndoe@exampleorganization.org' and phone '111-111-1111'. The card is marked as 'Primary'. In the top right corner, a user profile dropdown menu is open, showing options: 'Stop Proxying as John Doe', 'Example Organization' (with last logon time), 'Edit My Profile', 'Edit Organization', and 'Sign Out'. A red arrow points to the user name 'John Doe' in the top right corner, indicating the trigger for the dropdown menu.