

HOW TO USE THE ONLINE GRANTEE PORTAL

Thank you for your interest in applying for a grant from the Kuni Foundation! We partner with Foundant Technologies to host our online application and grantee portal. If you are a new applicant, you may wish to become familiar with Foundant. Please [CLICK HERE](#) to view an application tutorial.

CREATE AN ACCOUNT IN THE ONLINE PORTAL

All applying organizations must have an account before creating an application. This account serves as the main record for your organization and all future grant applications will be attached to this record. Each organization account contains a record of the application history that you can access at any time.

If you are unsure whether your organization already has an account or if you need to be added to an existing account please contact robyn@kunifoundation.org for help.

To create an account, you will need the following information:

- An email address that will serve as your username
- Applying organization's information:
 - Mailing address
 - Phone
 - Email
 - Website
 - EIN/Tax ID number
- Contact information for the organization's Executive Officer

MANAGE YOUR ONLINE ACCOUNT

Your account dashboard is displayed every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards

START A NEW GRANT APPLICATION

Once an organization has an account in the grantee portal, the person writing the grant can log in and access a list of available grant opportunities. To start a new application, select the grant opportunity that is appropriate for your organization and click "apply" to begin. Applications are saved automatically.

Please review the eligibility requirements and grant guidelines before starting the application process. If you have questions about the fit of a particular program or project or the timing of a grant request, please do not hesitate to contact our office.

Be prepared to submit the following documents with your grant proposal:

- Line-item budget form
- Board of Directors list for organization and/or any partner agency or fiscal sponsor
- Organization's current annual operating budget
- Organization's current income statement and balance sheet (most recent quarter-end)
- Organization's most recently completed audited financial statements

All documents should be converted to PDF format before uploading. Portrait orientation of documents, rather than landscape, is appreciated.

MANAGE THE GRANT

If a grant request is awarded, the grantee portal provides an easy way to see the status of the grant, check due dates, and submit electronic grant reports right from your account.