

# *Connelly Foundation*

**A guide for navigating the Connelly  
Foundation online grant application and  
report submission portal.**

# Where to Begin?

To submit a **NEW APPLICATION**, please click the link below:

[https://www.GrantRequest.com/SID\\_5949?SA=SNA&FID=35004](https://www.GrantRequest.com/SID_5949?SA=SNA&FID=35004)

To access an **IN PROGRESS APPLICATION**, a **PREVIOUSLY SUBMITTED APPLICATION**, or **REPORT REQUIREMENT THAT NEEDS TO BE COMPLETED**, please click the link below:

[https://www.GrantRequest.com/SID\\_5949?SA=AM](https://www.GrantRequest.com/SID_5949?SA=AM)

# Sign In Page

## New Applicants:

- Enter email address
- Click “New User”

## Returning Applicants / Grantees:

- Enter email address & password
- Click “Login”

**Please Sign In**

Welcome to the Connelly Foundation's online grants system. Please follow the instructions below to complete your request.

- If you already have an account, please log in using your e-mail address and password.
- First time users, please click the "New User" button found below to create an account.
- To download a helpful guide for navigating the portal, please click [here](#).
- For assistance with the application process, please contact Nicole Saunders at (610) 834-3222 or [info@connellyfdn.org](mailto:info@connellyfdn.org).

E-mail  Password

For additional assistance, please contact Nicole Saunders at  
(610) 834-3222 or [info@connellyfdn.org](mailto:info@connellyfdn.org).

# Account Creation for New Applicants

- Please complete all fields
- Click “Continue”

**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

For additional assistance, please contact Nicole Saunders at  
(610) 834-3222 or [info@connellyfdn.org](mailto:info@connellyfdn.org).

# Forgot Password?

- Enter login email
- Click “Forgot Password”

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below to create an account.
- For assistance with the application process, please contact Nicole Saunders at (610) 834-3222 or [info@connellyfdn.org](mailto:info@connellyfdn.org).

E-mail

Password

- Reenter login email, click “Send Password”
- Check email for instructions on next steps

**Forgot Password?**

Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail

[Return to login](#)

**\*PLEASE NOTE:** “Forgot Password” can only be used **once** in a 24 hour period.

For additional assistance, please contact Nicole Saunders at (610) 834-3222 or [info@connellyfdn.org](mailto:info@connellyfdn.org).

# Applications and Requirements

## Applications tab

- You will see all in progress and previously submitted online applications

## Requirements tab

- Visible **only** after a report or other requirement is assigned by the Connelly Foundation

**\*PLEASE NOTE:** Double click the application or requirement to open it.

Applications Requirements

### Applications

You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page. [Click the Requirements tab to view information related to online reporting]

Show **In Progress Applications** ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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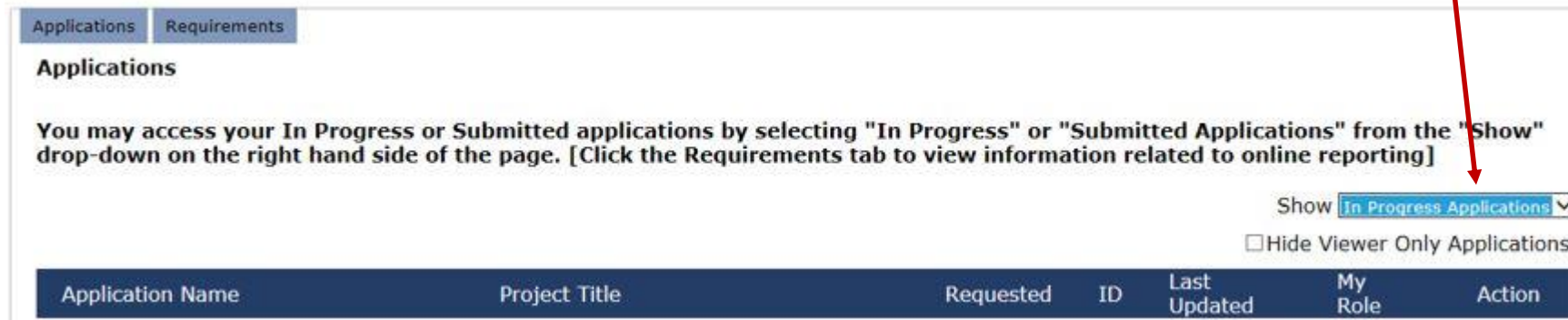
# “Show” Drop Down Options

## Applications tab, “show” options:

- “In Progress Applications”
- “Submitted Applications”

## Requirements tab, “show” options:

- “New Requirements”
- “In Progress Requirements”
- “Submitted Requirements”



Applications Requirements

**Applications**

You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page. [Click the Requirements tab to view information related to online reporting]

Show **In Progress Applications** ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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# “Missing” Requirements

Are you looking for a requirement that you can't find in your grantee portal?

*This could be why...*

Requirements are assigned to the “primary owner” of the grant record. The person who submits the grant application is automatically assigned by the system as the primary owner. You will not be able to access the requirement portal until you have “ownership.” Ask the primary owner at your organization to login and click the “**Transfer to new owner**” icon under the action column. Once this step is completed you will have full access and be able to submit your report.

**If the primary owner is not available, please call the Connelly Foundation for help.**