Connelly Foundation

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

Updated September 2018
Where to Begin?

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

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

For additional assistance, please contact Nicole Saunders at (610) 834-3222 or info@connellyfdn.org.
New Applicants:
- Enter email address
- Click “New User”

Returning Applicants / Grantees:
- Enter email address & password
- Click “Login”
Account Creation for New Applicants

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
jane.doe@nonprofit.org

Confirm E-mail
jane.doe@nonprofit.org

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

Confirm Password
**********

Continue

Please complete all fields

Click “Continue”

For additional assistance, please contact Nicole Saunders at (610) 834-3222 or info@connellyfdn.org.
Forgot Password?

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

*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.
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.

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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”

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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.

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