



This document provides support for grant applicants new to Colorado Gives Foundation’s grantee portal - GranteeView. It includes step-by-step instructions with images for helpful reference. If you are already a registered Grant Administrator, you can access the quick link below to skip to Step 5.

QUICK LINKS (Ctrl+Click to follow link)

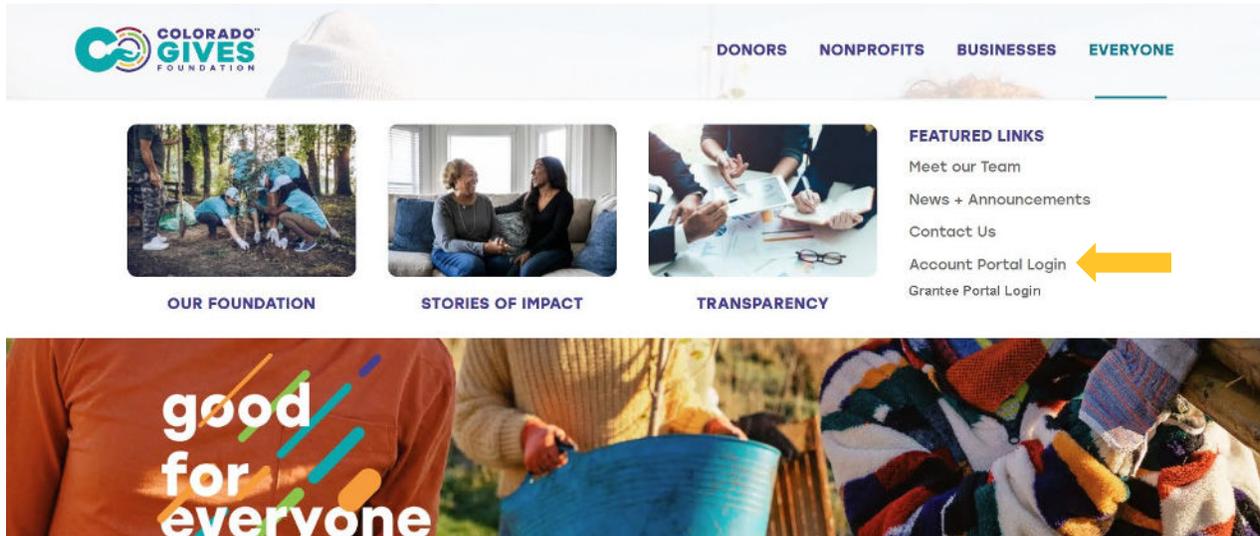
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Getting started with GranteeView



STEP 1: Get Started

Visit ColoradoGivesFoundation.org, hover over **Everyone**, then click on **Grantee Portal Login** to login and begin.

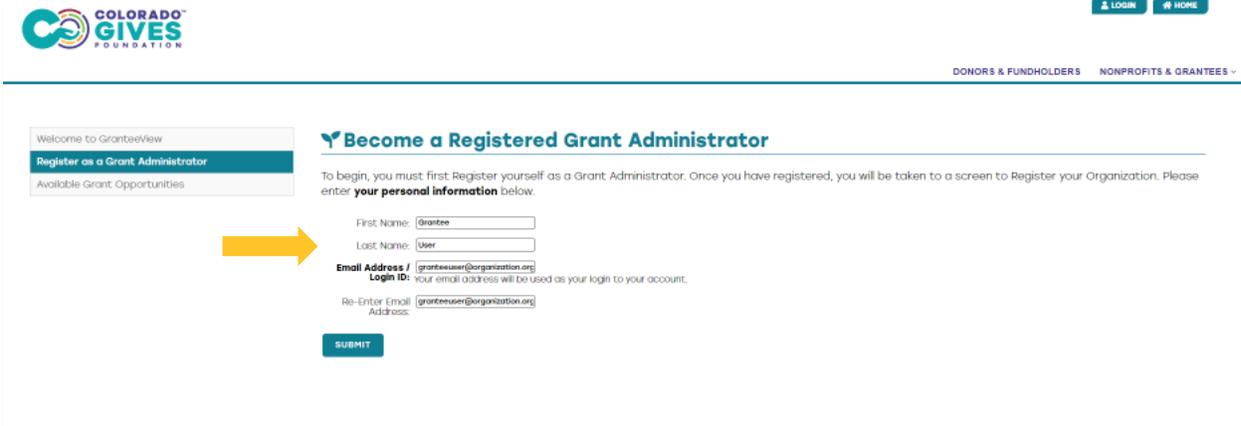


You'll be taken to the **GranteeView** dashboard.



STEP 2: Register or Log In

If you already have an account, please log in. If you don't yet have an account, please create one. Enter your information.



The screenshot shows the registration form on the GranteeView website. The header includes the Colorado Gives Foundation logo and navigation links for LOGIN and HOME. Below the header, there are links for DONORS & FUNDHOLDERS and NONPROFITS & GRANTEES. The main content area is titled "Become a Registered Grant Administrator". It contains a form with the following fields: First Name (Grantee), Last Name (User), Email Address / Login ID (granteeuser@organization.org), and Re-Enter Email Address (granteeuser@organization.org). A yellow arrow points to the "SUBMIT" button.

After you **Submit**, you'll be taken to this confirmation page and the system will send you an email. Check your email inbox for an email to continue your registration. Be sure to check your junk files if you don't see it in your inbox.



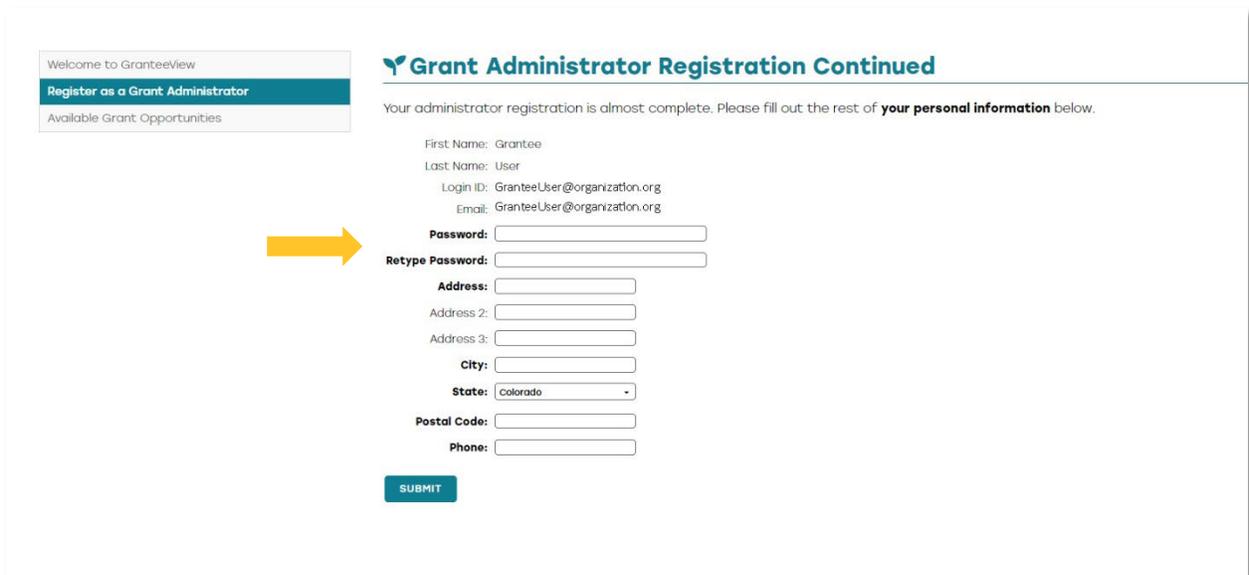
The screenshot shows the confirmation page on the GranteeView website. The header includes the Colorado Gives Foundation logo and navigation links for LOGIN and HOME. Below the header, there are links for DONORS & FUNDHOLDERS and NONPROFITS & GRANTEES. The main content area is titled "Grant Admin Registration Instructions". It contains the following text: "Thank you for registering as a Grant Administrator!", "Login ID: GranteeUser@Organization.org", and "An email will be sent to GranteeUser@Organization.org. Please click the link in the email to complete the registration process."

STEP 3: Continue Your Registration (first time only)

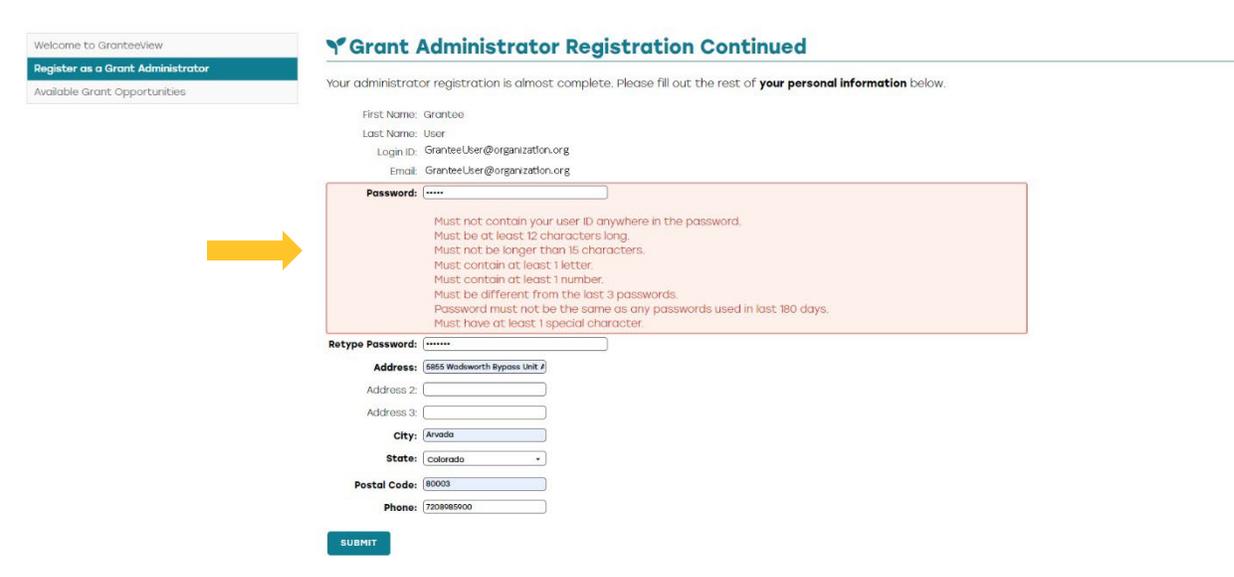
Check your inbox for an email from Colorado Gives Foundation and click on the link in the email to continue your registration and get started as an active user in GranteeView.



When you click on the link in the email, you'll land on this **Registration Page** in GranteeView and enter your information.

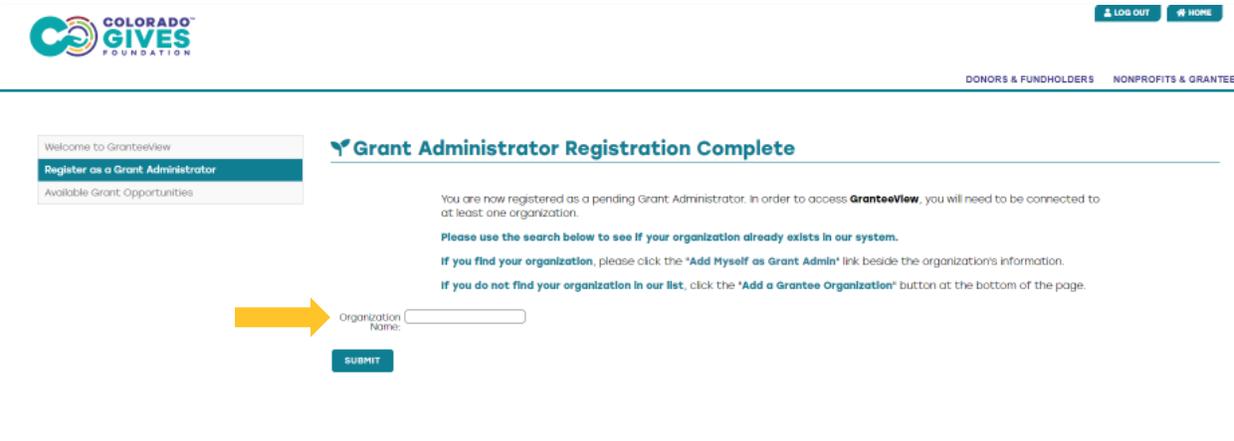


Your address and password are required. If you get an error message, it's most likely because your password doesn't meet the criteria. Try creating a new password that fulfills all password requirements.



STEP 4: Register with or connect to your organization

Enter the name of your organization in the search box.



Getting started with GranteeView



The system will search for your keywords in its database and show you a list of related organizations.

Welcome to GranteeView

- Grantee Dashboard
- Available Grant Opportunities
- Apply for a Grant
- Application Status & History
- My Profile

Grant Admin Registration Complete

You are now registered as a pending Grant Administrator. In order to access **GranteeView**, you will need to be connected to at least one organization.

Please use the search below to see if your organization already exists in our system.

If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information.

If you do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page.

Search by Keyword

Organization Name:

SUBMIT

Organizations & Results

ORGANIZATION NAME	ADDRESS	TAX ID	ADD MYSELF AS GRANT ADMIN
3hopeful hearts	712 WHALERS WAY STE A201 FORT COLLINS, CO 80526	80078928	Add Myself as Grant Admin
Arising Hope International	PO BOX 114 EASTDAKE, CO 80634	26304205	Add Myself as Grant Admin
Asian Hope	3501 E 46th Ave Denver, CO 80216	84166345	Add Myself as Grant Admin
Bessies Hope	PO BOX 12676 DENVER, CO 80212	84236504	Add Myself as Grant Admin
Boys Hope Girls Hope of Colorado	3090 Jamaica Ct #210 Aurora, CO 80014	84239769	Add Myself as Grant Admin
Bridge Of Hope Greater Denver	PO BOX 27983 Denver, CO 80227	47833789	Add Myself as Grant Admin
Bringing Hope Inc	1320 COLUMBINE RD DENVER, CO 80221	26133338	Add Myself as Grant Admin
By Hope	PO BOX 3163 Buena Vista, CO 80211	320478531	Add Myself as Grant Admin
Center for Health and Hope	7180 S Nagara Ct Centennial, CO 80112	20479773	Add Myself as Grant Admin
Drifters Hearts Of Hope Inc	PO BOX 888 FRANKTOWN, CO 80116	42171662	Add Myself as Grant Admin

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ADD GRANTEE ORGANIZATION

When you find your organization in GranteeView, click **ADD MYSELF AS GRANT ADMINISTRATOR** on the right. You'll be taken to a new page where you can begin a grant application.

If your organization doesn't appear in the list, click **ADD GRANTEE ORGANIZATION** at the bottom. Then, complete the information on the **Organization Registration** page.

Welcome to GranteeView

- Register as a Grant Administrator**
- Available Grant Opportunities

Grant Admin Registration Complete

You are now registered as a pending Grant Administrator. In order to access **GranteeView**, you will need to be connected to at least one organization.

Please use the search below to see if your organization already exists in our system.

If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information.

If you do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page.

Search by Keyword

Organization Name:

SUBMIT

Organizations & Results

ORGANIZATION NAME	ADDRESS	TAX ID	ADD MYSELF AS GRANT ADMIN
Arvada Center for the Arts and Humanities	5901 Wadsworth Blvd Arvada, CO 80003 3499	842049472	Your request has been submitted. While you wait for approval, you may begin an application or explore the Grantee Dashboard
Arvada Chamber of Commerce	7002 W 80th Ave Ste 180 Arvada, CO 80003	842422097	Add Myself as Grant Admin
Arvada Choral Company	PO BOX 74068 Arvada, CO 80006	800174066	Add Myself as Grant Admin
Arvada Police Foundation	Alt. David Smiling 8101 Redden Rd Arvada, CO 80002	990974643	Add Myself as Grant Admin
Arvada Police Foundation	8101 RALESTON RD Arvada, CO 80002	990974643	Add Myself as Grant Admin
Arvada Visitors Center	7305 Grandview Ave Arvada, CO 80002	46368107	Add Myself as Grant Admin
Arvada Vitality Alliance	PO Box 745068 Arvada, CO 80006-5068	462105964	Add Myself as Grant Admin
Arvada West High School Foundation	PO BOX 1077 Arvada, CO 80001	404695582	Add Myself as Grant Admin
CFF Arvada, LLC	5656 Wadsworth Bypass Unit A Arvada, CO 80003		Add Myself as Grant Admin
Community Table	8665 W 67th Ave Arvada, CO 80002	742200374	Add Myself as Grant Admin

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ADD GRANTEE ORGANIZATION

Getting started with GranteeView



Note, your organization's address, EIN, phone number and website are required. Once you complete all the information and **Submit**, you'll see a **Grantee Organization Confirmation** on the webpage.

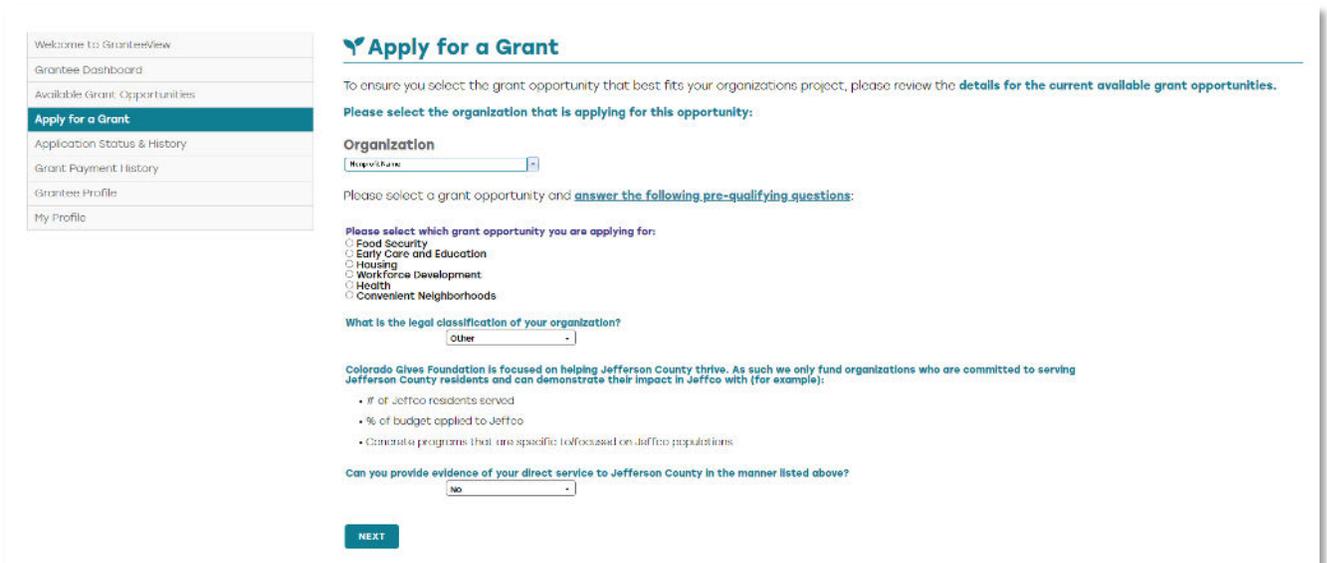
The screenshot shows the 'Organization Registration' page. On the left is a navigation menu with links: 'Welcome to GranteeView', 'Grantee Dashboard', 'Available Grant Opportunities', 'Apply for a Grant', 'Application Status & History', and 'My Profile'. The main content area is titled 'Organization Registration' and contains a form with the following fields: 'Organization's Legal Name', 'EIN #' (with a note 'Do not enter hyphen; enter numbers only'), 'Street', 'Address 2', 'Address 3', 'City', 'State' (a dropdown menu currently showing 'Colorado'), 'Zip Code', 'Country' (a dropdown menu currently showing 'UNITED STATES OF AMERICA'), 'Phone', and 'Website'. A 'SUBMIT' button is located at the bottom of the form. A yellow arrow points to the 'Organization's Legal Name' field.

STEP 5: Apply for a Grant

Log in to GranteeView and click on **APPLY FOR A GRANT** button or in the left navigation to start an application. Both actions will take you to the **Apply for a Grant** page.

The screenshot shows the 'Grantee Organization Confirmed' page. On the left is a navigation menu with links: 'Welcome to GranteeView', 'Grantee Dashboard', 'Available Grant Opportunities', 'Apply for a Grant', 'Application Status & History', and 'My Profile'. The main content area is titled 'Grantee Organization Confirmed' and contains the following text: 'Thank you for adding your organization, (Tet: Org 1234). You may begin a grant application at any time by selecting Apply for a Grant below. As part of our review process at Colorado Gives Foundation, we might need more information from you to add your organization. If so, a team member will contact you.' At the bottom of the main content area are three buttons: 'GO TO GRANTEE DASHBOARD', 'ADD ANOTHER ORGANIZATION', and 'APPLY FOR A GRANT'. A yellow arrow points to the 'APPLY FOR A GRANT' button.

The **Apply for a Grant** page looks like this and has questions that are specific to each grant opportunity. (The image below is just an example and does not show all the required questions related to each grant opportunity.)



The screenshot shows the 'Apply for a Grant' page. On the left is a navigation menu with 'Apply for a Grant' highlighted. The main content area has a title 'Apply for a Grant' and a sub-header 'Please select the organization that is applying for this opportunity:'. Below this is a dropdown menu for 'Organization'. A second sub-header reads 'Please select a grant opportunity and answer the following pre-qualifying questions:'. This is followed by a section 'Please select which grant opportunity you are applying for:' with radio button options: Food Security, Early Care and Education, Housing, Workforce Development, Health, and Convenient Neighborhoods. Next is 'What is the legal classification of your organization?' with a dropdown menu set to 'Other'. A paragraph states: 'Colorado Gives Foundation is focused on helping Jefferson County thrive. As such we only fund organizations who are committed to serving Jefferson County residents and can demonstrate their impact in Jeffco with (for example):'. This is followed by a bulleted list: '# of Jeffco residents served', '% of budget applied to Jeffco', and 'Community programs that are specific to/focused on Jeffco populations'. Below this is the question 'Can you provide evidence of your direct service to Jefferson County in the manner listed above?' with a dropdown menu set to 'NO'. A 'NEXT' button is at the bottom.

STEP 6: Explore Open Opportunities & Determine Alignment

If you want to view all **Available Grant Opportunities**, you can access the complete list by clicking on the link in the left navigation.



The screenshot shows the 'Available Grant Opportunities' page. A yellow arrow points to the 'Available Grant Opportunities' link in the left navigation menu. The main content area has a title 'Available Grant Opportunities' and a sub-header 'Below are all available Grant Opportunities currently open for application.'. Below this is a paragraph: 'If you would like to proceed with applying, please select Apply for a Grant or [begin your application here](#). If you do not see an opportunity open that aligns to your organizations work, and would like to connect with our team, please [submit a request here](#).'. A list of grant categories follows: *Convenient Neighborhoods, *Early Care and Education, *Food Security, *Health, *Housing, and *Workforce Development.

Getting started with GranteeView



You can expand each opportunity to get more information. Here, you'll find information you can use to determine if your organization's work aligns with the Foundation's impact and focus areas so you can make the decision to apply.

Welcome to GranteeView

- Grantee Dashboard
- Available Grant Opportunities**
- Apply for a Grant
- Application Status & History
- My Profile

Available Grant Opportunities

Below are all available Grant Opportunities currently open for application.

If you would like to proceed with applying, please select Apply for a Grant, or [login your application here](#).

If you do not see an opportunity open that aligns with your organizations work, and would like to connect with our team, please [submit a request here](#).

- + Convenient Neighborhoods
- + Early Care and Education
- + Food Security**
- + Health

Our commitment lies in Improving access to food for Jeffco residents. This focus ensures the availability of local, healthy and culturally relevant food, which promotes overall wellbeing.

To be eligible to apply for funding, your organization must meet all three of the following criteria.

- 1. Organization Eligibility:** Your organization must be a 501(c)(3) nonprofit, or an organization operating under fiscal sponsorship of a 501(c)(3) nonprofit. If your organization is another classification but you believe your organization deserves consideration, please contact us directly.
- 2. Geographic Eligibility:** Colorado Gives Foundation is focused on helping Jefferson County thrive. As such we only fund organizations who are committed to serving Jefferson County residents and can demonstrate their impact in Jeffco with # of Jeffco residents served, % of budget applied to Jeffco, or concrete programs that are specific to or focused on Jeffco populations.
- 3. Strategic Eligibility:** This grant opportunity is exclusively for work aligned to our Food Security approach:
 - Support organizations increasing SNAP, WIC and other public assistance program enrollment, navigation and utilization
 - Support efforts that increase food availability through enrollment, expand programs like Double Up Food Bucks, increase purchasing power through programs that expand food access, and pilot new concepts in Jeffco to increase food access
 - Bring together local food producers and pantries to develop a systematic approach to increasing access to local, culturally relevant and nutritious food
 - Support advocacy in local, regional and statewide public policy to increase food access in Jeffco.

Learn more at: [Food Security](#)

STEP 7: View Application Status & History

You can view application status or review history anytime. Here is a screenshot of that shows a sample nonprofit's Application Status & History.

Welcome to GranteeView

- Grantee Dashboard
- Available Grant Opportunities
- Apply for a Grant
- Application Status & History**
- Grant Payment History
- Grantee Profile
- My Profile

Application Status & History

Applications **"In Process"** still require something from you before the foundation can begin evaluation. This includes completion of mandatory document requirement uploads and application sections.

Select **Details** below for any application to view/edit the status of that application and its associated requirements.

The **Application/Agreement** will be available below once the application has been submitted.

While the information presented here does represent your application's current status, please do not consider your request approved until you have received an email notification from the foundation.

Nonprofit Name

Organization Search

Duration: [Advanced Search](#)

APP ID	APPLICATION NAME	APPLICATION DATE	REQUESTED AMOUNT	STATUS	DETAILS	VIEW APPLICATION/AGREEMENT
12345	Nonprofit Name	7/1/2024	\$10,000.00	In Process	DETAILS	

Need Support?

If you're having trouble logging in and need help with GranteeView, [Submit a request](#).

If you have a question during the application process, or you do not see an opportunity that aligns with your organization's work, [Submit a request to connect with our team](#).