

Online Application Tutorial

Site Access & Account Creation

If you or your organization has requested funding from The Muttart Foundation before or if you are not sure please click the blue link that says, "Forgot your Password?". You will receive an email with a link to create or change your password if you are already in the system. You can also call The Muttart Foundation at (780) 425-9616 or email us at reception@muttart.org and we will assist you through the process.

Please note that your username is also your email.

You will access the system via the log-on page

<https://www.grantinterface.ca/Home/Logon?urlkey=muttart>

This page can also be accessed through The Muttart Foundation website. If you have already created an account you may enter your email and password to log in. If you or your organization has not requested funding from The Muttart Foundation please create a new account following the instructions below.

The Muttart Foundation

Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to The Muttart Foundation's Online Portal

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please [contact us](#) and someone will get back to you shortly to give you your username.

For further information please access our [Applicant Tutorial](#).

Creating a New Account

- Creating a new account is a multi-step process that requires **Organization Information, User Information, and Executive Director Information**
- Enter your **Organization Information** and click **Next**
- **User Information** – is YOUR business information
 - If your address is the same as the organizations main address, you may use the “**Copy Address from Organization**” button to automatically pull the address information.
 - It is very important to note that the email address entered in the **Email/Username** field becomes the Applicant’s **Username** in the system.
- Once the fields on the “**User Information**” section are completed, click **Next**
- Organization’s Executive Director
 - If you are the Executive Director, select “**Yes.**” You are taken to a section of optional fields.
 - If you are not the Executive Director, select “**No,**” and complete the required Executive Director fields.
- Once the Executive Director’s information is entered, click Next to create a password.
- Password requirements are listed at the top of the section, so you can create your password accordingly.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password*

Confirm Password*

< Previous

Create Account

- Once the password is created, click **Create Account**.

Email Confirmation

Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the instructions and click Continue to finish the registration process. Now you have an account in this system.

Applying for Funding

Upon completing registration and accessing the system for the first time, you will land on the **Apply Page**. This page will show you any open funding programs that you can apply for, relevant deadlines and other information related to the programs.

- If you have been given an access code, you may enter it in the upper right-hand corner to reveal the funding program you have been invited to apply to.
- You can preview the application by clicking on the “Preview” button. Note that this is view only and you can not submit an application while you are previewing.
- To start a request, click **Apply** under the funding program you would like to apply for.

- Clicking Apply will take you into a form to complete and submit.

Once in the form, note that your contact and organization information automatically populate at the top of the form.

- You may update your own contact information and view your email history. **To update organization information, you must contact The Muttart Foundation directly.**
- Once you have completed the form, you may click **Application Packet** to download your completed form if you would like a copy on hand.
- For a PDF copy of the application - click **Question List**

Work your way through the form completing the fields.

- Note:
 - fields with an asterisk (*) are required fields and must be completed to submit the application.
 - The system auto-saves every 100 characters typed or every time you click out of a field.
 - You may collapse question groups as you go, once you have finished all the questions in that group.
- Some fields have character limits.
 - responses that are longer than the set limit will be saved, **but** an error message will appear informing you that the limit has been exceeded. You will need to fit your answer within the limit to submit.
- File **upload fields** will only accept one file, per field.
 - Upload fields have size limits. If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing you that the file is too large and the file **will not** be saved.
 - Uploaded files may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- Even though the system is auto-saving please click the **“Save”** button at the bottom of the form.
 - When you click save, you are taken to a confirmation page so you know saving was successful.
 - If you click **“Continue”** you will be taken back into the form so you can continue working.

- If you save and exit the system, the **draft of the form** will reside in your **Dashboard** the next time you log in.
 - You can pick back up where you left off by clicking **“Edit”** to the right of the request.

▼ Fall Grant For Book Funding

Process: Base Camp Example Process

Application	Draft	07/24/2018	Edit Application
Decision	Undecided		

- You can also see the request’s decision status. The status will be **“Undecided”** until the Muttart Foundation posts a decision.
- You have the option to abandon an application if the application is a draft (before submitting).
 - After selecting Abandon Requests, you must type in **“Abandon Request”** and select Ok
 - The request will then be visible in the Historical Requests tab
 - If the Application, has been submitted you must contact The Muttart Foundation to withdraw the request from consideration

When all the fields are complete, submit the application

- An error message appears listing the fields that are incomplete or need to be edited (fields are outlined in red).
- When a form is submitted successfully, you will be taken to a confirmation page.
 - When you click **“Continue”** you are taken to your dashboard where you can view your submitted request.
 - Note: You cannot edit forms that have been submitted.

Your Applicant Dashboard

This page houses all current and historical requests, contact information, and other important data.

Applicant Dashboard

★ Public Profile

<p>Applicant: Mr. Molly Applicant MollyApplicant@invalid.email.com 555-55-5555 398 60th Street Bozeman, MT 59718</p>	<p>Organization: Thrive 36-3501185 555-525-5556 398 60th Street Bozeman, MO 59718</p>
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[Contact Email History](#)

ⓘ If your organization information does not appear correct, please click the edit (pencil) icon.

From this page, you can:

- View **Historical Requests** and **Active Requests**

Active Requests 6 Historical Requests 5

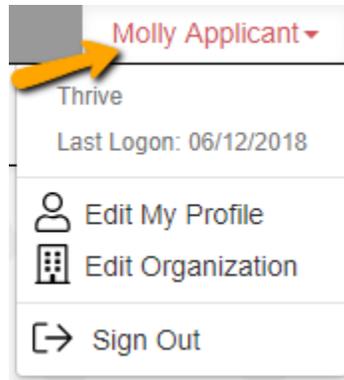
▼ 2018 Green Initiative

Process: Base Camp 2018 Fall Application

LOI	Submitted	06/08/2018	View LOI
Decision	Undecided		

> Base Camp Example

- View and edit your contact information. If you wish to edit your account information or change your password, click your name in the top right. Be sure to click save in the bottom right once you are finished.



- All closed, abandoned, and denied requests will reside under **Historical Requests**.
- Open requests will reside under **Active Requests**, here you can:
 - view submitted documents,
 - check the status of you requests,
 - collaborate with others,
 - and submit follow-ups.

The active request tab will have all applications still requiring action, awaiting a decision and/or requests that have not yet been closed by the Muttart Foundation. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

Collaborating

Collaborating allows applicants to work together on a single request.



Once you have started a request you will see the Collaborate button at the top of the page. This can be used to invite other people to work on this request.

- From the Collaborate pop-up, enter the email address of the person you would like to invite.
- Set the permission you would like the collaborator to have, either View, Edit, or Submit.
- And lastly, include a message and click Invite.

 A screenshot of a 'Collaborate' pop-up window. The title bar says 'Collaborate' with a close button (X) on the right. Below the title bar is a search bar. Underneath is the heading 'Invite someone'. The form is divided into two columns. The left column has a section for 'Email Address' with a text input field containing the placeholder 'Email address / username of the person you are inviting'. The right column has a section for 'Permissions' with three radio button options: 'Can view', 'Can edit' (which is selected), and 'Can submit'. Below these columns is a 'Message' section with a text area containing the placeholder 'This message from you will be included in the email that is sent to the person you are inviting'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Invite' button.

An email will be sent to the collaborator containing your message, username, and a link to the login page. If this is their first time logging into the system, they will be asked to create a password. After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.

- The Collaborator will have access to all forms within the request. This includes Applications, and all Follow-Up Forms that have been assigned to the original applicant.

Follow-Ups

If your request is approved, you may be assigned Follow-Up Reports/Grant conditions to be completed and submitted through the system.

- Follow-ups are completed and submitted just like any other form but clicking the Edit button below the Edit/View heading.
- If you have been assigned multiple follow-up forms, you must complete them sequentially by due date.
- Follow-ups that are past due will be marked as such.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 Past Due	Assigned	Edit

Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending “time out”).

Thank you for taking the time to read this. We hope you enjoy our grants management system.

The Muttart Foundation