

Volunteer Florida Blackbaud Tutorial

Creating an Account

- Log in to the grants management system by either using an existing username and password or by creating a new username and password.
 - Existing sub-grantees- Insert your previously created username and password, then select 'Login.'
 - New entities- Select "New Applicant?" insert e-mail, create password (must contain at least 5 characters, with both letters and numbers), and then select continue.
- Once the username is created, the user will be prompted to log in and complete your application

Review and Submit Applications

- Click "Review My Applications" to view your application a final time before submitting.
- Correct any problem(s) indicated in red then select "Update".
- Once completed, select "Submit" to submit the proposal for funding consideration.

If the proposal is not ready for submission select "Save & Finish Later".

Once the proposal is submitted, the user will receive an automated e-mail from Volunteer Florida with a copy of the submission and a tracking number. If no tracking number is received, the proposal was not submitted and the user should follow the above listed steps to submit.

Proposal Submission

- Open this website in either Internet Explorer or Mozilla Firefox.
- To return to an 'In Progress Application' or view a previously 'submitted application', use this link: https://www.GrantRequest.com/SID_2153?SA=AM