**Proposal Submission**

1. Complete the steps outlined in this section to submit the Florida Disaster Fund proposal via Blackbaud online portal. Proposals are submitted through the Blackbaud electronic application system.

 Blackbaud performs best on either Internet Explorer or Mozilla Foxfire [**here**](https://www.grantrequest.com/SID_2153?SA=SNA&FID=35483).

1. To return to an ‘In Progress Application’ or view a previously ‘submitted application’, use this link: [www.GrantRequest.com/SID\_2153?SA=AM](http://www.grantrequest.com/SID_2153?SA=AM)

1. 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.

1. Once the username is created, the user will be prompted to log in and complete the two eligibility questions.

1. The user must enter the following information:
2. All previous grant recipients are eligible to apply for the 2020 grant cycle if they have completed all closeout paperwork AND are in good standing with Volunteer Florida. Current grant recipients may submit an application if they have expended at least 75% of their funds in the current grant award prior to the application deadline on March 27, 2020. Those who have not reached the 75% level by the application deadline are NOT eligible to apply.
	1. Do you affirm you are not a previous grant recipient without standing documentation due or a current grant recipient with less than 75% of your award expended by March 27, 2020?
		1. Yes
		2. No

1. Submission
2. Check the box agreeing with the certification of content statement.
3. Insert electronic signature and date.
4. Select “Review and Submit”.

1. Review My Applications
2. Review the Florida Disaster Fund Application.
3. Correct any problem(s) indicated in red then select “Update”.
4. Once completed, select “Submit” to submit the proposal for funding consideration.
5. If the proposal is not ready for submission select “Save & Finish Later”.

1. Once the proposal is submitted, the user will receive an automated e-mail from Volunteer Florida Foundation 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.**