

Proposal Submission

- A. 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.

Open this website in either Internet Explorer or Mozilla Firefox [here](#).

- B. To return to an 'In Progress Application' or view a previously 'submitted application', use this link: www.GrantRequest.com/SID_2153?SA=AM

- C. 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.

- D. Review My Applications

- a. Review the Florida Disaster Fund proposal.
- b. Correct any problem(s) indicated in red then select "Update".
- c. Once completed, select "Submit" to submit the proposal for funding consideration.
- d. If the proposal is not ready for submission select "Save & Finish Later".

- E. 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.**