A.V. Hunter Trust, Inc.

User Instructions

You may want to print these instructions before clicking on the Logon link on our webpage.

A.V. Hunter Trust, Inc.

Logon Page

Email Address*

Password*

[Log On] [Create New Account]

Forgot your Password?

<u>**Welcome to the A.V. Hunter Trust's online grant portal.**</u> Please record this information in a safe place. This Logon page will be your portal to access all grant applications and reports from now on.

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

Existing Users: Please enter your credentials and log on. If you forgot your password, please use the "Forgot your Password" link to reset your password.
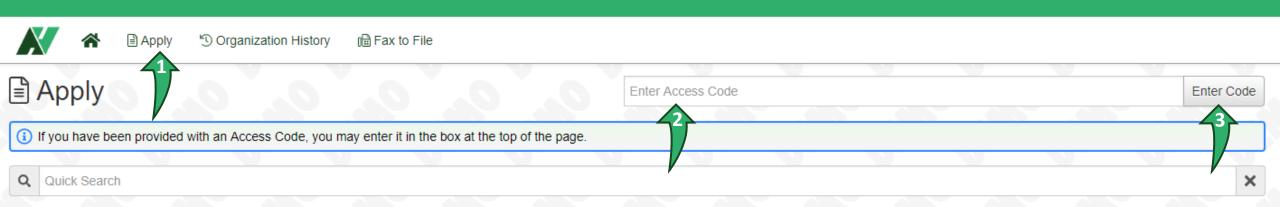
Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Program Officer, Ryan Campbell at 303-399-5450.
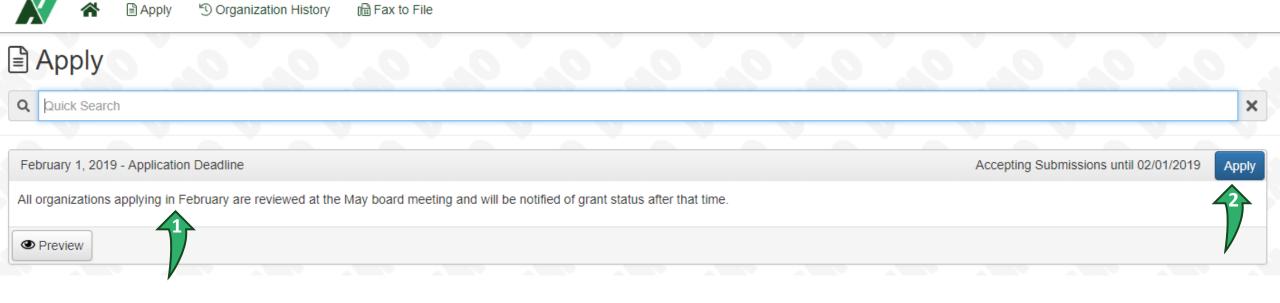
Application Process

Apply Page

1) When you log on to access a Letter of Inquiry (LOI) or Grant Application, you will need to click on the "Apply" button at the top of the screen to get to this page.
2) Enter the Access Code given to you by the Trust. If you do not have one, please call 303-399-5450.
3) Then click "Enter Code".

Apply   Organization History   Fax to File

1

📄 Apply   Enter Access Code   Enter Code

2   **3**

ⓘ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

🔍 Quick Search   ✕

Apply Page

Once you enter your Access Code, the LOI or Grant Application for you to complete will appear.

1) Read the instructions in the text box.
2) Click the blue "Apply" button to begin the application.

🏠 📄 Apply   🕘 Organization History   📠 Fax to File

📄 Apply

🔍 | Quick Search | ✕

| February 1, 2019 - Application Deadline | Accepting Submissions until 02/01/2019 | Apply |

All organizations applying in February are reviewed at the May board meeting and will be notified of grant status after that time.

👁 Preview

Application Page

You can preview the application by simply scrolling down the page. You can also preview the application by clicking the "Question List" button, which will download a PDF file that shows all application questions and required attachments.
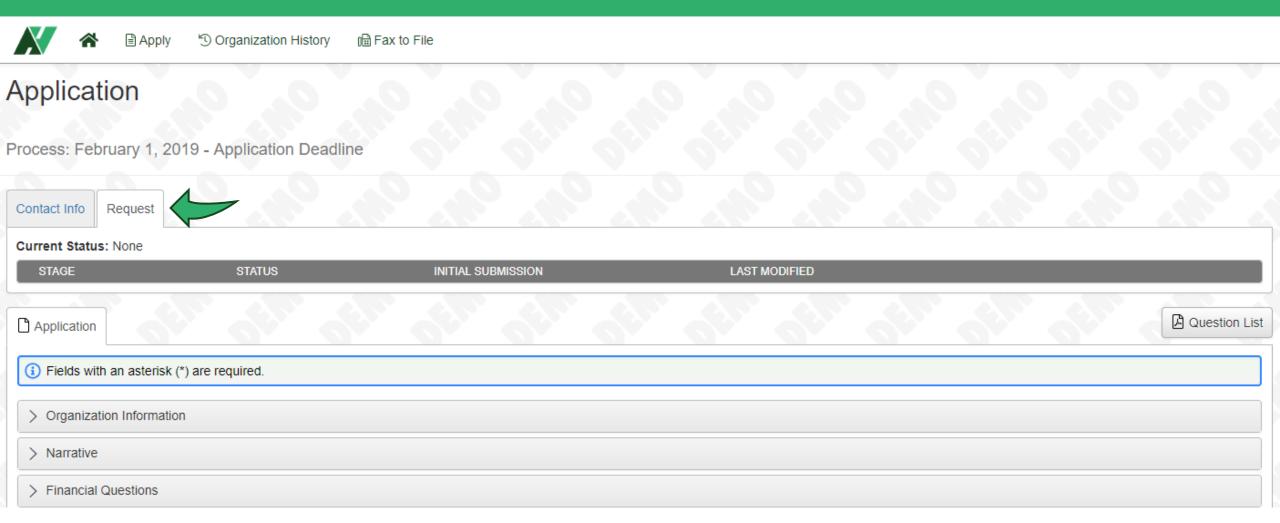

⌂   📄 Apply   🕘 Organization History   📠 Fax to File

Application

Process: February 1, 2019 - Application Deadline

| Contact Info | Request |

Applicant: ✏️
Mr. John Doe
johndoe@exampleorganization.org
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246

                                        Contact Email History

Organization: 🌐 ✏️
Example Organization
11-1111111
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246

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

📄 Application   📄 Question List

ℹ️ Fields with an asterisk (*) are required.

⌄ Organization Information

Amount of Grant Request*

$ [   ]

1) You can save the application at any time by scrolling to the bottom of the page and clicking "Save Application." The form will also autosave your progress as you type.
2) Click "Submit Application" at the bottom of the page once your application is complete.

2,500 characters left of 2,500

Significant Changes

Have there been any significant changes in your organization since the grant application was submitted? This could be capital campaigns, changes in leadership, changes in funding, etc.

2,500 characters left of 2,500

Changes to Tax Exempt Status?

Have there been any changes to your organization's federal tax exempt status since you were awarded this grant? If yes, please explain in the "Significant Changes" section above.
☐ Yes
☐ No

⌄ Electronic Signature

Electronic Signature*

By typing my name below, I certify that the information contained in this application is true and correct to the best of my knowledge.

1   **2**

Save Application   Submit Application

Application Page

You can view the status of previous applications by clicking on the "Request" tab.

🏠 📄 Apply   🕘 Organization History   📠 Fax to File

Application

Process: February 1, 2019 - Application Deadline

| Contact Info | **Request** |

Current Status: None

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED

📄 Application   📄 Question List

ⓘ Fields with an asterisk (*) are required.

> Organization Information

> Narrative

> Financial Questions

8

Dashboard Navigation

If you click the Home button, it will take you to the "Applicant Dashboard." Here you can find a record of every application that you have submitted through the system as well as any applications that are in process. If you need to come back to a saved application, you can do so here.

⌂   📄 Apply   🕙 Organization History   📄 Fax to File

Applicant Dashboard

Applicant: ✏️
Mr. John Doe
johndoe@exampleorganization.org
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246

Contact Email History

Organization: 🌐 ✏️
Example Organization
11-1111111
111-111-1111
111 S. Main St. Suite 111
Denver, CO 80246

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

Active Requests ①	Historical Requests ⓪

∨ Health - Dental

Process: November 1, 2018 - Application/Report

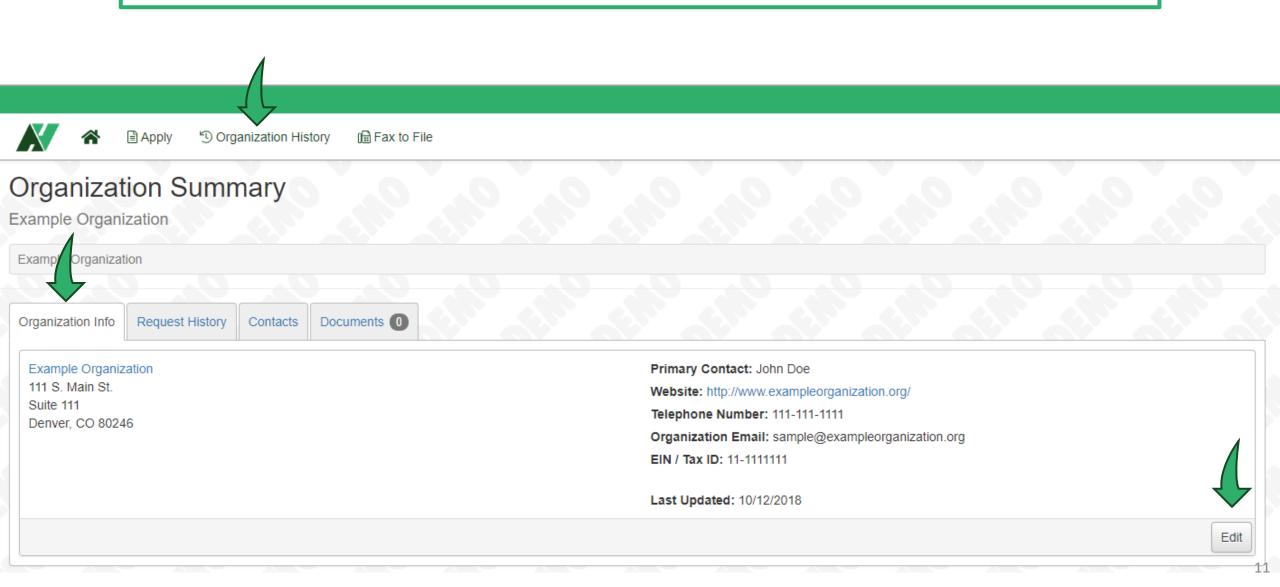| Application | Submitted | 10/12/2018 | View Application |
| Decision | Undecided | | |

10

Organization History

The "Organization History" button at the top of the page takes you to the "Organization Summary" page. Here you can view and edit organization information by clicking the "Organization Info" tab.

🏠   📄 Apply   🕙 Organization History   📇 Fax to File

Organization Summary

Example Organization

Example Organization

| Organization Info | Request History | Contacts | Documents 0 |

Example Organization
111 S. Main St.
Suite 111
Denver, CO 80246

Primary Contact: John Doe

Website: http://www.exampleorganization.org/

Telephone Number: 111-111-1111

Organization Email: sample@exampleorganization.org

EIN / Tax ID: 11-1111111

Last Updated: 10/12/2018

Edit

11

Organization History

The "Request History" tab shows you previous grants submitted and award history.

Organization Summary

Example Organization

Example Organization

Organization Info	Request History	Contacts	Documents 0

⇕DATE	⇕PROCESS	⇕PROJECT	⇕TYPE	⇕STATUS	⇕GRANTED	⇕PAID
10/12/2018	November 1, 2018 Application Deadline	(View Request)	N/A	Application Submitted	$0.00	$0.00
				Totals:	**$0.00**	**$0.00**

Organization History

The "Contacts" tab shows you all of the recorded contacts for your organization.
You can disregard the "Documents" tab as we will not be using this feature.

🏠   📄 Apply   🕘 Organization History   📠 Fax to File

Organization Summary
Example Organization

Example Organization

| Organization Info | Request History | **Contacts** | Documents **0** |

| ⌄ Contacts **1** |
| PRIMARY ⇕ NAME | ⇕TITLE | ⇕EMAIL | ⇕PHONE |
| ◉ John Doe | Grant Writer | johndoe@exampleorganization... | 111-111-1111 |
| > Inactive Contacts **0** |

Editing Personal or Organizational information

If you click on your name in the upper right hand corner of the screen, a dropdown menu will appear which will give you the option to edit your profile, edit the organization profile, or sign out.

John Doe ▾

Example Organization
Last Logon: 10/12/2018

⊟ Edit My Profile

🏢 Edit Organization

↦ Sign Out

🏠 | 📄 Apply | 🕓 Organization History | 📠 Fax to File

Organization Summary
Example Organization

Example Organization

Organization Info	Request History	Contacts	Documents 0

Example Organization
111 S. Main St.
Suite 111
Denver, CO 80246

Primary Contact: John Doe

Website: http://www.exampleorganization.org/

Telephone Number: 111-111-1111

Organization Email: sample@exampleorganization.org

EIN / Tax ID: 11-1111111

Last Updated: 10/12/2018

Edit