



Applying Online

Instructions for Submitting Grant
Proposals in the Online System

stlgives.org

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Logging In



Logging In

Proposals for EPHT will be submitted through the St. Louis Community Foundation online grants management system.

Access the online application here:

<https://www.grantinterface.com/Home/Logon?urlkey=stlgives>



Logging In

PREVIOUS APPLICANTS

If you have applied for any grant programs under the St. Louis Community Foundation, log in under your/your organization's existing account



Logon

Email Address*

Password*

[Log On](#)

[Create New Account](#)

[Forgot your Password?](#)

Welcome to the St. Louis Community Foundation Grant Portal

New Applicants: Choose "Create New Account" to complete the registration process and create your logon credentials.

Previous Applicants: 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.

Do you have questions? Contact our team! grants@stlgives.org



Logging In

LOST PASSWORD

**Have you/your organization
have forgotten your password?**

Please attempt to reset your
password on your own before
contacting technical assistance.

Choose **Forgot your Password** on
the logon page.



Logon Page

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On

Create New Account

[Forgot your Password?](#)



Creating a New Account



Creating a New Account

NEW USERS

Are you new to the St. Louis Community Foundation online grants portal?

You will need to choose Create New Account to get started.



Logon Page

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On **Create New Account**

[Forgot your Password?](#)



Creating a New Account

Before Registering

You will need all the information about your organization on hand, including your address, website, EIN and information on your top executive contact.

You cannot save your registration and return later. It must be completed in one step.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

📌 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

| Organization Information | |
|--------------------------|--------------------------------------|
| Organization Name* | EIN / Tax ID (##-#####)* |
| Web Site | Telephone Number (##-###-#### x###)* |
| Address 1* | Address 2 |
| City* | State* |
| Postal Code* | |

[Next >](#)

| |
|--|
| User Information |
| Executive Officer Question |
| Additional Executive Officer Information |
| Password |



Creating a New Account

User Information

The person registering here will be the contact for the application you are filling out.

Please ensure when registering a “User” you are providing accurate information. All email correspondence sent directly from the grants system will be addressed to this user.

The screenshot shows a registration form with the following sections and fields:

- Organization Information** (header)
- User Information** (header)
- Copy Address from Organization** (button)
- Click "Copy Organization Address" above to copy in address fields.
- Prefix (Mr, Mrs, Ms, etc.)*** (input field)
- First Name*** (input field, value: Test)
- Middle Name** (input field)
- Last Name*** (input field, value: Testing)
- Suffix (Sr, Jr, III, etc.)** (input field)
- Business Title*** (input field, value: Grant Writer)
- Email / Username*** (input field, value: grants@testing.com)
- Email / Username Confirmation*** (input field, value: grants@testing.com)
- Telephone Number (###-###-#### x###)*** (input field, value: 314-555-5555)
- Mobile Number (###-###-####)** (input field, value: 314-555-5556)
- Address 1*** (input field, value: #2 Testing Land)
- Address 2** (input field)
- City*** (input field, value: SAINT LOUIS)
- State*** (input field, value: MO)
- Postal Code*** (input field, value: 63105-3008)
- Country** (input field, value: Madison)
- Navigation:** < Previous (button), Next > (button)
- Executive Officer Question** (header)



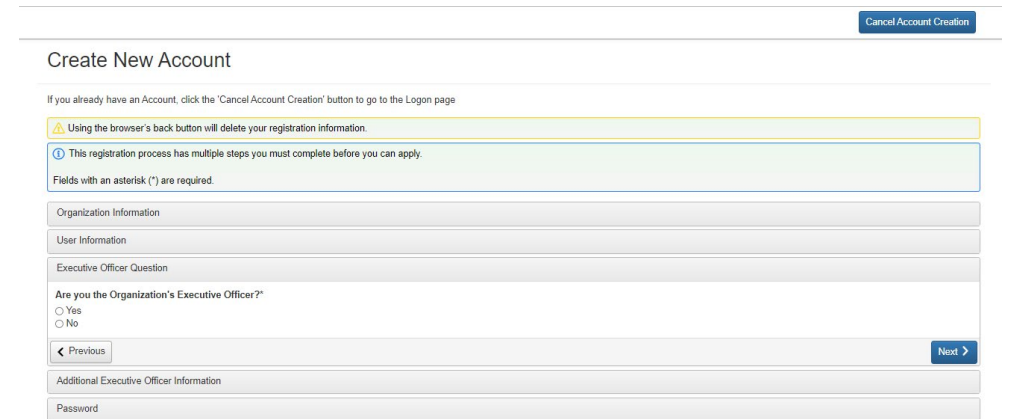
Creating a New Account

Executive Officer

The person registered as the Executive Officer should be your chief executive and be able to make decisions.

We recommend that each profile have a 1) Executive Officer and 2) Application/Main Proposal Contact. Both individuals will receive email correspondence from the system.

***We also recommend using a general grants or development email!**



The screenshot shows a web form titled "Create New Account" with a "Cancel Account Creation" button in the top right corner. Below the title, there is a note: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page". A yellow warning box contains the text: "Using the browser's back button will delete your registration information." Below this is a green information box: "This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required." The form is divided into several sections: "Organization Information", "User Information", "Executive Officer Question", "Additional Executive Officer Information", and "Password". The "Executive Officer Question" section contains the text "Are you the Organization's Executive Officer?" with radio buttons for "Yes" and "No". Navigation buttons "Previous" and "Next" are located at the bottom of the form.



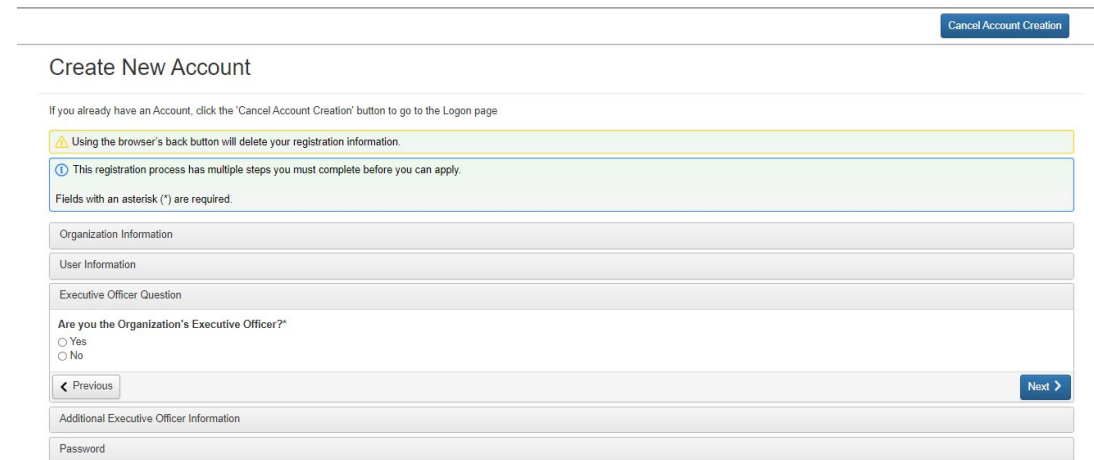
Creating a New Account

Password

You will be asked to set a password which will be the login credentials for the User. Please choose a password:

- **At least 6 characters long**
- **Numbers and special characters are permitted**

Once have you completed this setup, you can login and reset the password without assistance.



The screenshot shows a web form titled "Create New Account" with a "Cancel Account Creation" button in the top right corner. Below the title, there is a note: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page". A yellow warning box contains the text: "Using the browser's back button will delete your registration information." Below this is a green information box: "This registration process has multiple steps you must complete before you can apply." A note states: "Fields with an asterisk (*) are required." The form is divided into several sections: "Organization Information", "User Information", "Executive Officer Question", "Additional Executive Officer Information", and "Password". The "Executive Officer Question" section asks "Are you the Organization's Executive Officer?" with radio buttons for "Yes" and "No". Navigation buttons for "Previous" and "Next" are located at the bottom of the form.



Creating a New Account

Are you still experiencing issues? Do you have questions about registering the appropriate contacts?

Please contact:

grants@stlgives.org

Subject line: “Technical Assistance – EPHT”



Accessing the Proposal Form



Accessing the Letter of Interest

Once you are logged in, you'll see your Applicant Dashboard. You will see active and past requests on the dashboard.

Choose **Apply** on the menu at the top of the page.

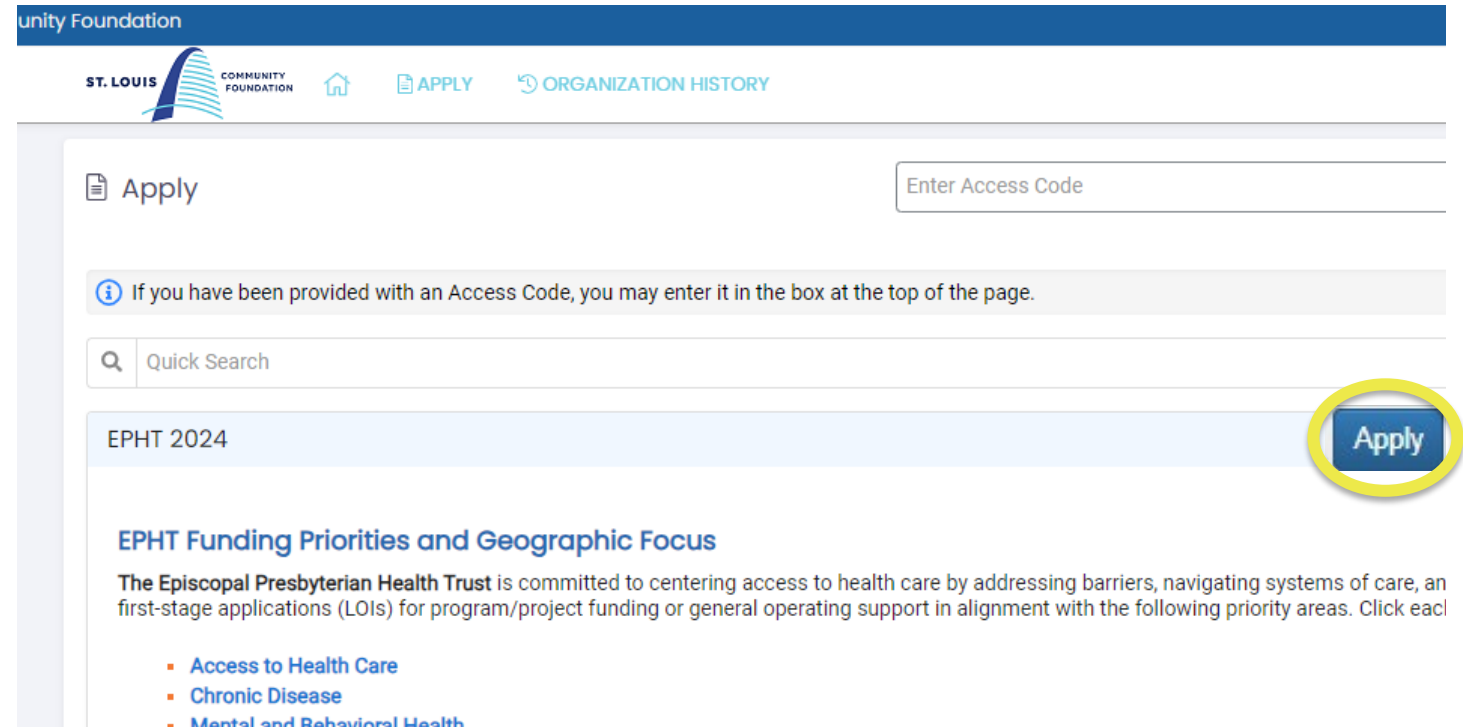
The screenshot shows the Applicant Dashboard interface. At the top, there is a navigation bar with the St. Louis Community Foundation logo, a home icon, and three menu items: 'Apply' (circled in yellow), 'Organization History', and 'Fax to File'. Below the navigation bar, the page title 'Applicant Dashboard' is displayed. A 'Public Profile' button is visible. The main content area is divided into two columns: 'Applicant' information (Test Testing, info@stlgives.org, St. Louis, MO 63118) and 'Organization' information (St. Louis Community Foundation, 314-880-4961, #2 Oak Knoll Park, St. Louis, MO 63105 United States). A 'Contact Email History' link is present. A green informational banner states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are two buttons: 'Active Requests 0' and 'Historical Requests 1'. A final green informational banner states: 'You do not have any Active Requests. Click Apply to begin the application process.'



Accessing the Stage One Application

This is the general application page for all St. Louis Community Foundation grants.

Please ensure you have chosen the correct application process you're looking for and press **Apply**.



The screenshot shows the St. Louis Community Foundation website. The header includes the logo and navigation links for 'ST. LOUIS COMMUNITY FOUNDATION', 'HOME', 'APPLY', and 'ORGANIZATION HISTORY'. The main content area is titled 'Apply' and features an 'Enter Access Code' input field. A helpful message states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this is a 'Quick Search' bar. The primary focus is on the 'EPHT 2024' application, which has a blue 'Apply' button highlighted with a yellow circle. The text below the button reads: 'EPHT Funding Priorities and Geographic Focus. The Episcopal Presbyterian Health Trust is committed to centering access to health care by addressing barriers, navigating systems of care, and first-stage applications (LOIs) for program/project funding or general operating support in alignment with the following priority areas. Click each...'. A list of priority areas is partially visible: 'Access to Health Care', 'Chronic Disease', and 'Mental and Behavioral Health'.

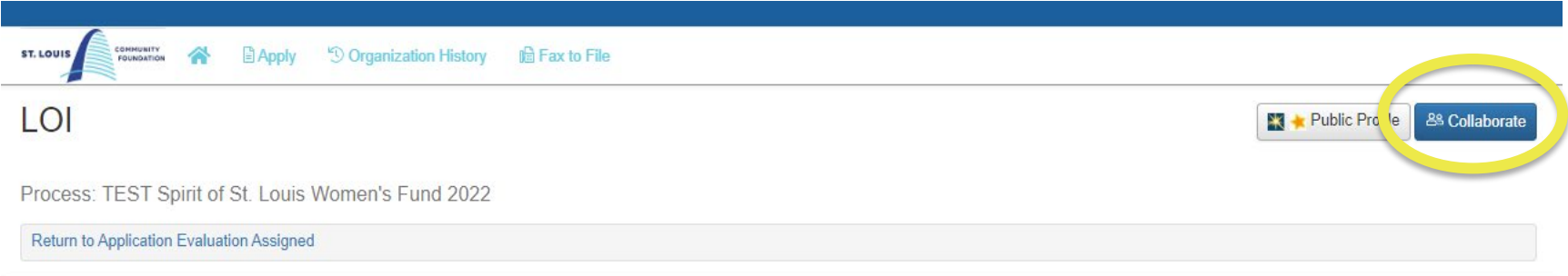


Completing a Proposal Form



Completing the Application

Collaborate – The Collaborate button will allow you invite others to edit or submit your application on your behalf. Your organization must have multiple contacts registered to utilize this feature. For more information contact [technical assistance](#).



The screenshot shows the top navigation bar of the St. Louis Community Foundation website. It includes the logo, a home icon, and links for "Apply", "Organization History", and "Fax to File". Below the navigation bar, the text "LOI" is displayed. To the right of "LOI", there is a "Public Profile" button with a star icon and a "Collaborate" button with a group icon, which is circled in yellow. Below this, the text "Process: TEST Spirit of St. Louis Women's Fund 2022" is visible. At the bottom of the screenshot, there is a button labeled "Return to Application Evaluation Assigned".



Completing the Application

Accessing a Collaborate Request – Your invited team members will access shared forms on their Applicant Dashboard under the **Collaboration Requests** tab and choose **Accept** to make access.

St. Louis Community Foundation

ST. LOUIS COMMUNITY FOUNDATION [Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

Applicant Dashboard

[Public Profile](#)

Applicant:
Test Test 123
grants@stlgives.org

Organization:
St. Louis Community Foundation
314-880-4961
#2 Oak Knoll Park
St. Louis, MO 63105 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **0** **Collaboration Requests 1** Historical Requests **3**

▼
You have been invited to collaborate on this request. [Accept](#)



Completing the Application

Saving – You are able to save your work and return to the application later. Be sure to scroll to the bottom of the page and press Save before logging out.

Save LOI

Statutes, and executive orders. (Enter Date)

Due by 09/23/2021 11:45 PM CDT.

Abandon Request

Save LOI Submit LOI

The screenshot shows a web application interface. At the top, there is a text input field with a calendar icon and the placeholder text "Statutes, and executive orders. (Enter Date)". Below this is a green notification bar with an information icon and the text "Due by 09/23/2021 11:45 PM CDT.". At the bottom left, there is a button labeled "Abandon Request". At the bottom right, there are two buttons: "Save LOI" and "Submit LOI". The "Save LOI" button is highlighted with a yellow circle.



Completing the Application

Accessing a Saved LOI – Saved LOIs will appear on your home dashboard under Active Requests. Choose **EDIT LOI** to return to the draft.

St. Louis Community Foundation

ST. LOUIS COMMUNITY FOUNDATION [Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

Applicant Dashboard

[Public Profile](#)

Applicant:
Test Testing
info@stlgives.org
St. Louis, MO 63118

Organization:
St. Louis Community Foundation
314-880-4961
#2 Oak Knoll Park
St. Louis, MO 63105 United States

[Contact Email History](#)

[?](#) If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests ¹ **Historical Requests** ¹

| | | | | |
|---|-----------|------------|--------------------------------|--------------------------|
| Process: TEST Spirit of St. Louis Women's Fund 2022 | | | | |
| LOI | Draft | 08/04/2021 | Due by 09/23/2021 11:45 PM CDT | Edit LOI |
| Decision | Undecided | | | |



Completing the Application

Uploading Documents– If document uploads are required, please plan ahead and be mindful of file types and sizes. We recommend converting all uploads to PDF files.

All required attachments must be uploaded into the system for your proposal to be considered complete. We are not able to accept documents sent via email.



Completing the Application

Submitting – You must choose Submit LOI for your application to be considered complete. The system will provide prompts and prevent you from submitting your proposal if you have not completed all the required questions.

Submit Application



A screenshot of a web application interface showing three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'. The 'Submit Application' button is highlighted with a yellow circle.



Questions?

Please contact:

grants@stlgives.org

