Grant Application

Getting Started
FIRST TIME APPLICANTS

www.peoples.com/pucf

- Click on Create Account
- Follow steps to create a new account
- You will receive an email notification to confirm account *(please check your spam folder if you do not receive it within a few minutes)*
- Navigate back to peoples.com/pucf – for best results launch in-private browsing mode/incognito window. Refer to our troubleshooting guide for assistance.
- Click on Apply Now
ACCESSING A SAVED APPLICATION

- Click on Log In or navigate directly to https://portal.blackbaudoutcomes.com
- Sign into your account using the login credentials you created when applying and click on the Applications tab

Note: when saving an application, you will receive an email with a link to access your application. It is best to utilize this link or to navigate directly to https://portal.blackbaudoutcomes.com, when accessing a saved application.
MANAGING YOUR ACCOUNT AND ASSIGNING OTHER USERS

- Login to your Blackbaud Account using the same login credentials you used to start and submit your application at https://portal.blackbaudoutcomes.com
- Click on Control Panel > Manage Groups
- Click on Add Group
- Give the group a name
- Add the email addresses of individuals/staff members who you want to give access to
- To add more than one email address, click on Share documents with another person
- Once individuals/email addresses are added; click on Add Group
SHARING DOCUMENTS WITH OTHER ASSIGNED USERS

• Click on the Applications tab

• To the left of the application file you want to share, click on the three dots

• Choose Share with group

• Choose the Group

• Follow these same steps to share a “Requirements” document
Grant Application

Troubleshooting
Launch a webpage utilizing “in-private browsing/incognito mode”

Follow the steps by browser type

**Safari**
Click on the Safari Menu on the left side of the navigation pane and click on “Private Browsing”.

**Firefox**
Click on the Open Menu icon and click on “New Private Window”.

**Chrome**
Click on the options menu (icon with three dots) and click on “New Incognito Window”.

**Internet Explorer 11**
Click on Preferences Menu (gear icon), click on “Safety” and “InPrivate Browsing”.

**Microsoft Edge**
Click on the Preferences Menu (icon with three dots) and click on “New InPrivate Window”.

**UNABLE TO REOPEN SAVED APPLICATION?**
IDENTIFY AND RESUME AN IN-PROGRESS APPLICATION

In the instance that numerous applications were open and coincidentally saved into your account with no information attached, follow these steps to help you identify which application in your portal is the one you had started and saved.

If at any point in filling out a grant application you clicked “Save & Finish Later” you should have received an email with a Tracking ID and the contents of your in-progress application.

1. Locate ‘Save and Finish Later’ Email

- A few moments after choosing Save and Finish later; the grant system will send an email to the log in email address of the applicant.

- The applicant should open this email and verify that the contents of the application match that of the most complete application to date. The applicant should note the tracking number.
2. Login to applicant portal using the link in your email

- Follow the instructions in the email, to navigate to https://portal.blackbaudoutcomes.com
- Sign into your account using the same email address originally used to access the application.
- Select the Applications Tab
IDENTIFY AND RESUME AN IN-PROGRESS APPLICATION Cont.

3. Locate the correct application

If you have numerous applications listed in your portal view then use the following tips to locate the application with your most recent saved information.

**Tip 1:** If you've named your project title and/or put in a request amount in the application you started, the Request Amount and Project Title columns will display the information vs. a blank application which will show a $0 Request Amount and a blank Project Title.

**Tip 2:** If there are multiple entries with similar columns, or all rows are blank, use the following method to ensure selection of the proper application.

- Hover your mouse over the ‘Grant Application’ form title and in the lower left hand corner of the browser a window will display a link which includes the tracking number.
- Continue to hover your mouse over each grant application title until you locate or match to the tracking number in the Save and Finish Later email you received.
SELECTING AND SAVING OUTCOME MEASURES

To ensure you’re able to save your application successfully once you have completed the “Outcomes” section of your application, please keep this in mind when completing:

• You must select a minimum of 3 outcome measures
• Be sure to include your goal in the space provided below the measure you choose
• The goal you enter should only include a numeric value. Do not use any other characters.

ACCESSING REQUIREMENTS (i.e. grant agreements and progress updates)

When a grant agreement or progress update is due, you will be notified via email. To access these requirements:

1. Login to your Blackbaud Account using the same login credentials you used to start and submit your application at https://portal.blackbaudoutcomes.com

2. Click on the “Requirements” tab

Note: you must use the login credentials used to create the original grant application
Questions?

Email foundation@peoples.com