



Grant Application

Getting Started

FIRST TIME APPLICANTS

www.peoples.com/pucf

tatus of your application and grantee requirements.


FIRST TIME APPLICANTS

Create an account

1. If you are a new user, you must first create an account.
2. After your account is created, navigate back to this page.
3. Click **Apply Now** to start an Application.

[CREATE ACCOUNT](#)

[Download our guide](#) for creating an account.



- 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

RETURNING USERS
Access your account

1. To access saved and completed applications, and to submit grantee requirements, log into your account below
2. If you are looking to start a new application, click on the **Apply Now** button.

LOG IN



- 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**



blackbaud Outcomes

Home **Applications** Requirements Control panel ▾

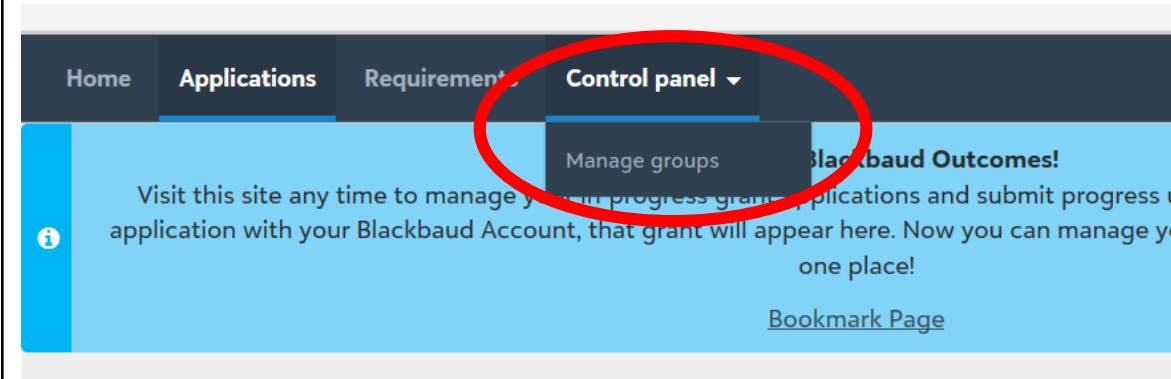
Welcom

Visit this site any time to manage your in-progress gr application with your Blackbaud Account, that grant will a

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.

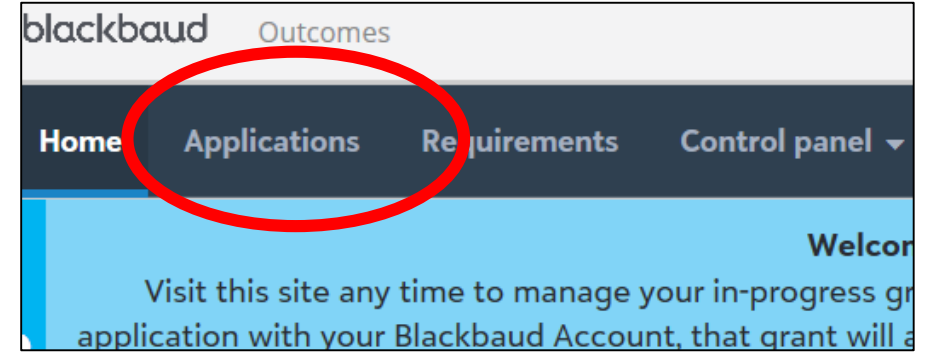
MANAGING YOUR ACCOUNT AND ASSIGNING OTHER USERS

- 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

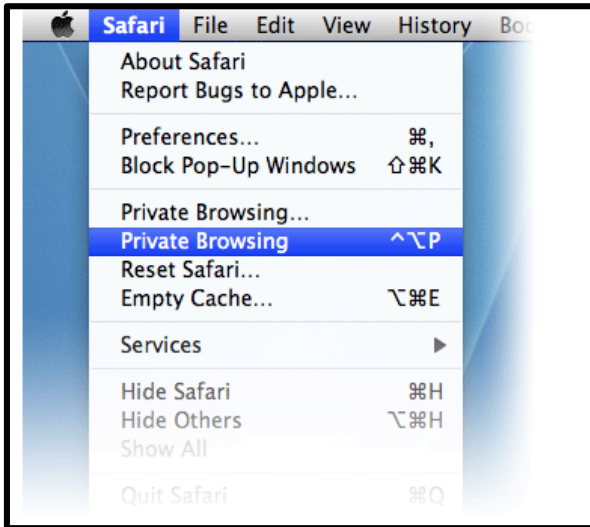
UNABLE TO REOPEN SAVED APPLICATION?

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

Follow the steps by browser type

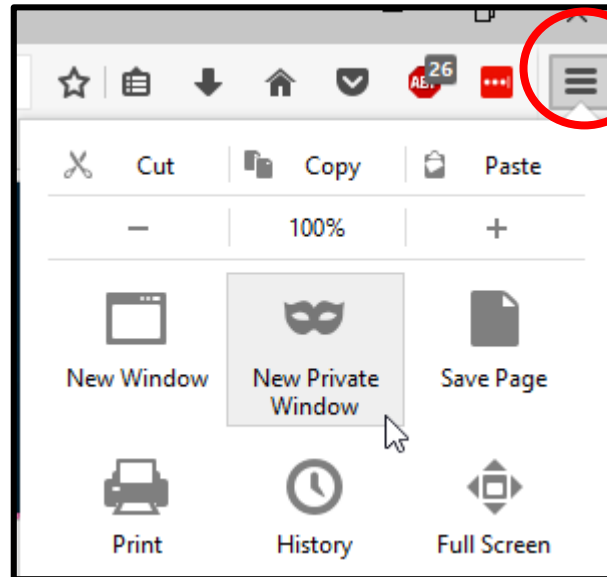
Safari

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



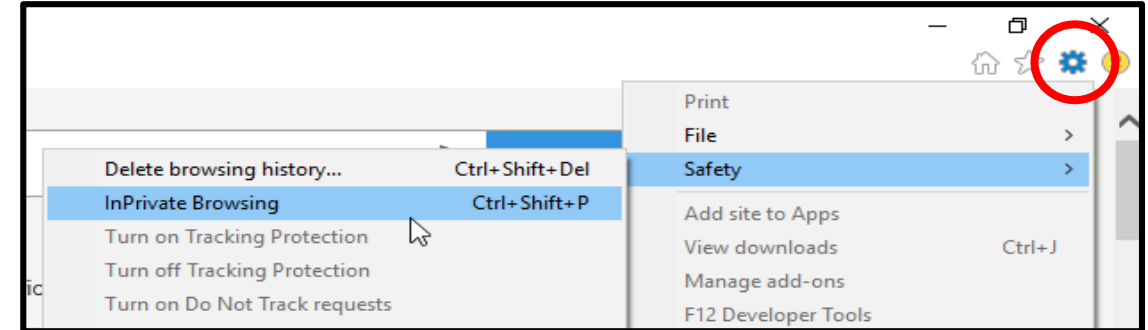
Firefox

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



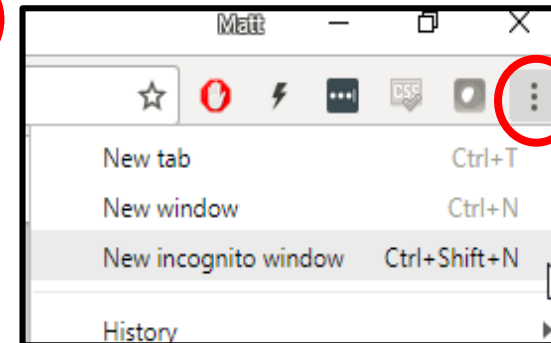
Internet Explorer 11

Click on Preferences Menu (gear icon), click on “Safety” and “InPrivate Browsing”



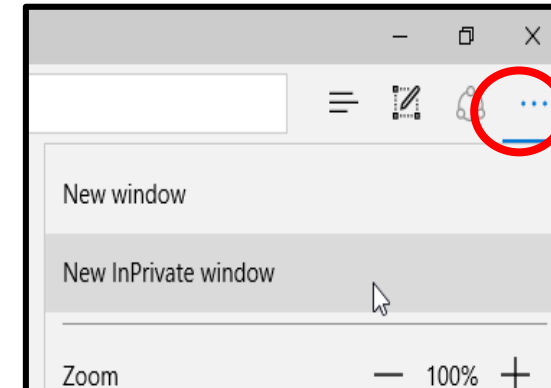
Chrome

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



Microsoft Edge

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



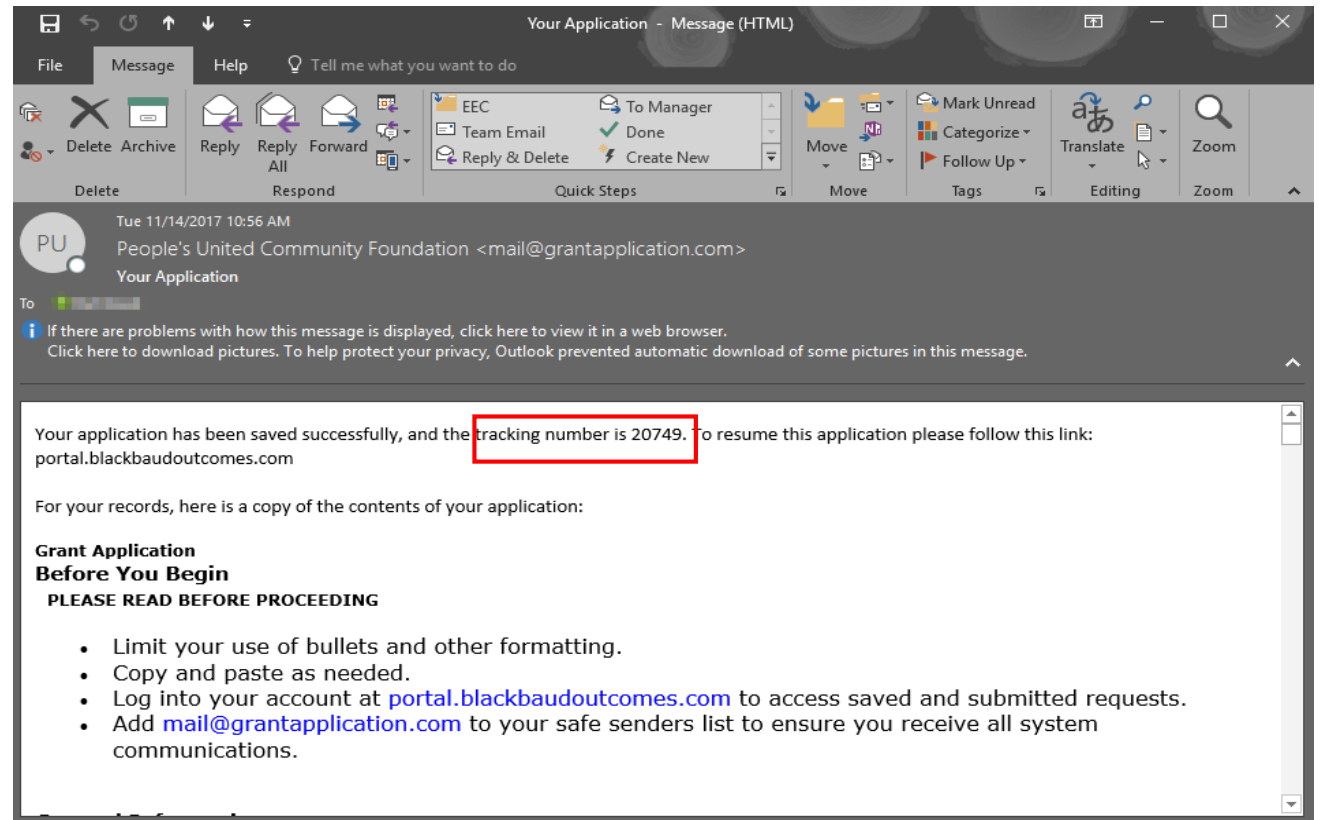
IDENTIFY AND RESUME AN IN-PROGRESS APPLICATION

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

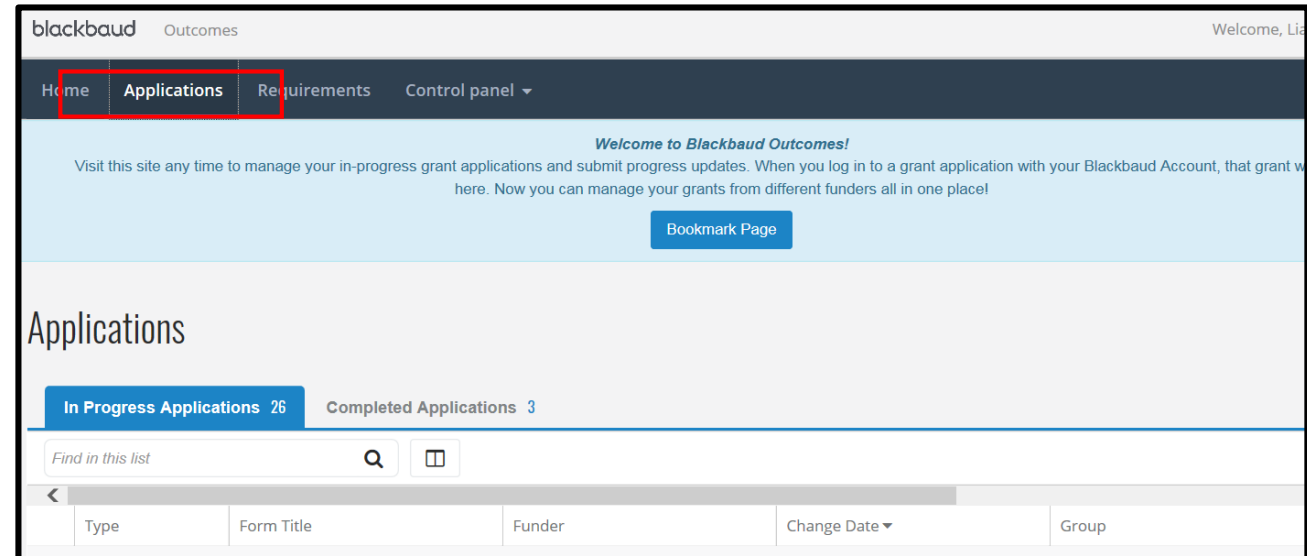
- A few moments after choosing Save and Finish later; the grant system will send an email to the log in email address of the applicant.
- The applicant should open this email and verify that the contents of the application match that of the most complete application to date. The applicant should note the tracking number.



IDENTIFY AND RESUME AN IN-PROGRESS APPLICATION Cont.

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**



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:

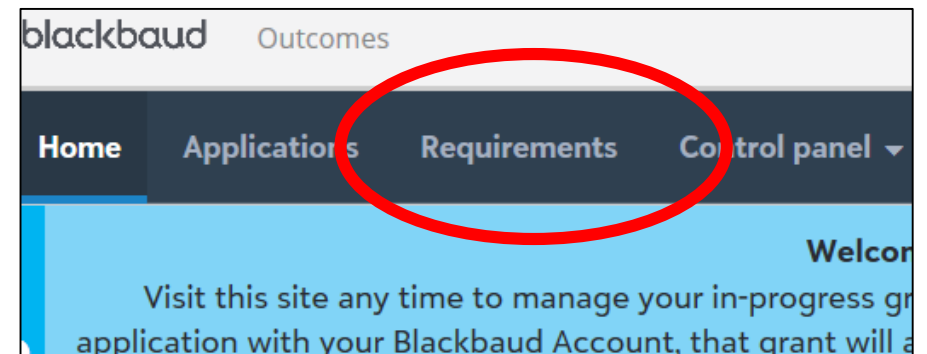
- You must select a minimum of 3 outcome measures
- Be sure to include your goal in the space provided below the measure you choose
- The goal you enter should only include a numeric value. Do not use any other characters.

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