

Roy A. Hunt Foundation Grant Application Portal Guide for New Applicants

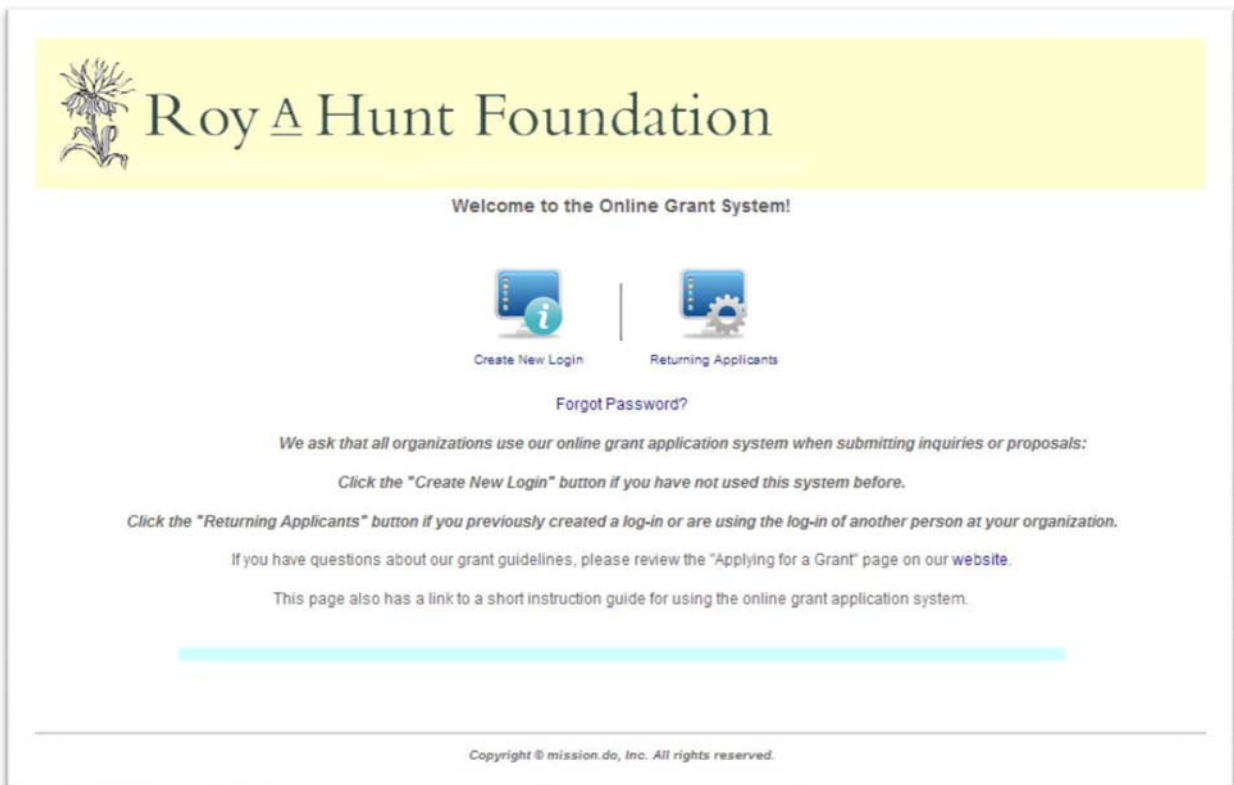
Questions? If you have questions or run into an issue with our online application system, please don't hesitate to contact us at 412.281.8734 or info@rahuntfdn.org from 8:00am-4:30pm Eastern Time during the work week.

Grant Applicant Portal

If you would like to submit a Letter of Inquiry (LOI) to the Roy A. Hunt Foundation, you can access the Foundation's Grant Applicant Portal at the following link:

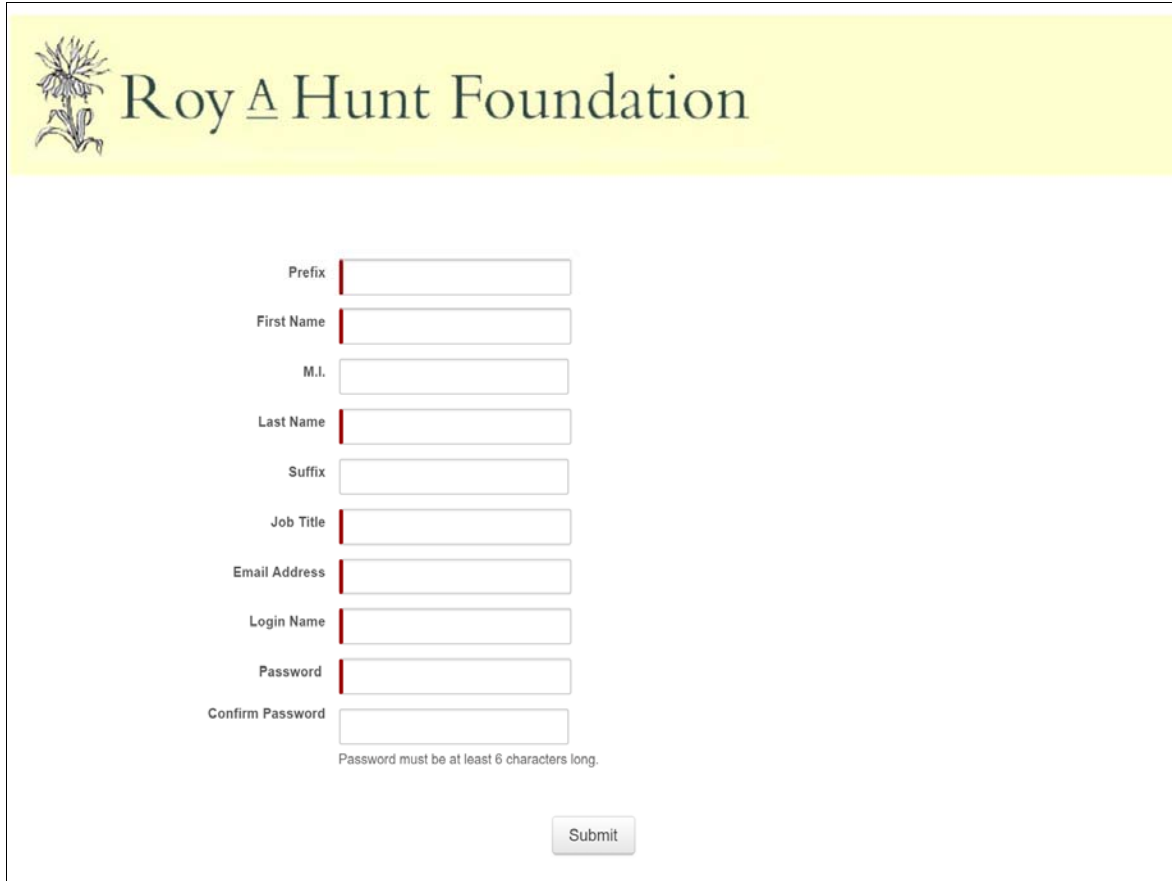
<https://www.gdg.do/prod1/portal/portal.jsp?c=43764&p=60476&g=150090>

The Entry page enables you to register as a new applicant by clicking on "Create New Login." If you have already registered or the Foundation has provided you login information, you can enter the portal by clicking on the "Returning Applicant" icon.



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If you are a new applicant and click [Create New Login](#), you will be asked to fill in the fields below and then click “Submit” to complete the registration process.



The registration form is displayed on a yellow header background with the Roy A. Hunt Foundation logo and name. The form fields are as follows:

- Prefix
- First Name
- M.I.
- Last Name
- Suffix
- Job Title
- Email Address
- Login Name
- Password
- Confirm Password

Below the Confirm Password field, there is a note: Password must be at least 6 characters long.

A Submit button is located at the bottom right of the form area.

You are now a Returning Applicant. Click on [Returning Applicants](#) to log into the portal and then enter the Login Name and Password you created. You can click [Forgot your password?](#) if you have later misplaced the password. You may need to check your spam filter for the portal’s response for a password reset.



The login form is displayed on a yellow header background with the Roy A. Hunt Foundation logo and name. The form fields are as follows:

- Login Name
- Password

Below the Password field, there is a Login button.

Below the Login button, there is a link: [Forgot your password?](#)

Below the Forgot your password? link, there is a link: [Applicant View](#)

At the bottom of the page, there is a copyright notice: Copyright © mission.do, inc. All rights reserved.

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When you log into the portal, you are greeted by the Applicant Home Page. On the Home Page, you can add an Organization, a Letter of Inquiry (LOI), and/or a Proposal (if invited). The [Add New Organization](#) link is the start of the process since you cannot add an LOI until the Organization is created.

The screenshot shows the 'Home Page Applicant View' of the Roy A. Hunt Foundation Grant Application Portal. The page features a yellow header with the foundation's logo and name. Below the header, there are links for 'Logout' and 'Edit Visitor'. The main content area is titled 'Home Page Applicant View' and includes a 'Logged in as:' section showing the current user as 'ginette' and the applicant as 'Ginette Piccolino'. The page is divided into four main sections: 'ORGANIZATIONS', 'LETTERS OF INQUIRY', 'PROPOSALS', and 'GRANTEE REPORTS'. Each section has an 'Add New' button and a table with 'None' records. Navigation links like 'First', 'Previous', 'Next', and 'Last' are provided for each table.

Roy A Hunt Foundation

Logout
Edit Visitor

Home Page Applicant View

Logged in as:
Current User: ginette Applicant: Ginette Piccolino

ORGANIZATIONS
If you see your organization's name below, you can click on that link to update its information.
Add New Organization

Applicant Organization View None First | Previous | Next | Last
No records to display.

LETTERS OF INQUIRY
Add New LOI

Applicant LOI View None First | Previous | Next | Last
No records to display.

PROPOSALS
Add New Proposal

Applicant Request View None First | Previous | Next | Last
No records to display.

GRANTEE REPORTS

Grantee Progress Reports None First | Previous | Next | Last
No records to display.

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Please at least complete the fields with red titles. Note that many organizations already have profiles in our system because they have submitted proposals or LOIs in the past. The system will notify you of this and you will need to contact us to be connected to that existing organizational profile.

Navigation Red - Required Information

[Home](#)

If your organization has applied to or received money from the Foundation in the past, the organization likely has a profile in our system. Please contact us at 412-281-8734 or info@rahuntdn.org and we'll connect your personal profile to the organization's profile. You'll then be able to update the organization's information and enter an inquiry or proposal.

If, after contacting the Foundation, your organization is new to the system, click the "search by EIN" link below and type in the organization's EIN (also called Tax ID Number). Some fields will be populated with the information from the IRS and you can update the profile from there.

Search by EIN?

Organization <input type="text"/>	Fax Number <input type="text"/>
DBA <input type="text"/>	Phone Number <input type="text"/>
EIN <input type="text"/> <small>Format: 00-0000000</small>	Website <input type="text"/>
	Current Year Operating Budget <input type="text"/>

Executive Contact

Prefix <small>-- Please select --</small> <input type="text"/>	Title <input type="text"/>
First Name <input type="text"/>	Phone Number <input type="text"/>
Last Name <input type="text"/>	Email Address <input type="text"/>

Organization Address

Street Address 1 <input type="text"/>	City <input type="text"/>
Street Address 2 <input type="text"/>	State/Province <small>-- Please select --</small> <input type="text"/>
	ZIP/Postal Code <input type="text"/>

Fiscal Sponsor Info (if applicable)

[Click here to search for organizations already in the system](#)

Fiscal Sponsor Lookup

Check box to add new

Fiscal Sponsor

Applicant Alternate Address (Optional)

Applicant Country <small>United States</small> <input type="text"/>	Applicant State <small>-- Please select --</small> <input type="text"/>
Applicant Street Address <input type="text"/>	Applicant Zip Code <input type="text"/>
Applicant City <input type="text"/>	Applicant Phone <input type="text"/>

Organization Overview

Brief Description of Organization <input type="text"/>	Annual Report File <input type="text"/> <small>No file chosen (50 MB max)</small>
Mission <input type="text"/>	Annual Report Link <input type="text"/>

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Once you add your organization, you can begin the Letter of Inquiry (LOI) by clicking [Add New LOI](#) on the Home Page. You will then see the page below. Your organization should automatically appear in the dropdown menu. As you complete the fields, the missing items list at the bottom will disappear. If you need to leave the form and come back later, select NO from the “Ready to Submit?” box and then click “Save”. Once you complete your LOI, select YES, then click “Save”.

NEW LETTER OF INQUIRY

Applicant: Gina Piccolino

Organization: -- Please select --

Grant Purpose (One Phrase):

Amount Requested:

Briefly describe:

1. The need or opportunity your organization addresses
2. Your organization’s work and results in addressing that need or opportunity
3. What you hope to accomplish with a grant from the Foundation

Inquiry Narrative:

Path: p

Missing Items Red = Required Information

- Grant Purpose - Must contain an entry.
- Grant Amount Requested - Must be greater than 0.
- Inquiry Narrative - Must contain an entry.

Is this Inquiry ready to submit to foundation?

Ready to Submit? -- Please select --

Save

You can see the LOI at any time from the Home Page LOI list view shown below.

LETTERS OF INQUIRY

[Add New LOI](#)

Applicant LOI View 1-3 of 3 First | Previous | Next | Last

LOI Grant Purpose	Organization	Amount Requested	Ready to Submit?	Status
LOI: education program	TEST Historic Landmarks Foundation, Inc.	\$50,000.00	Yes	Submitted
LOI: general operating support	TEST Historic Landmarks Foundation, Inc.	\$5,000.00	No	Submitted

You will receive an automated email confirming the LOI was successfully submitted. You may need to check your spam filter. Foundation staff and/or Trustees will review the LOI. Staff will respond to you within 45 days of the submission deadline.