

Frequently Asked Questions: Grant Application Portal

Accessing the Grant Application Portal

How do I get to the portal?

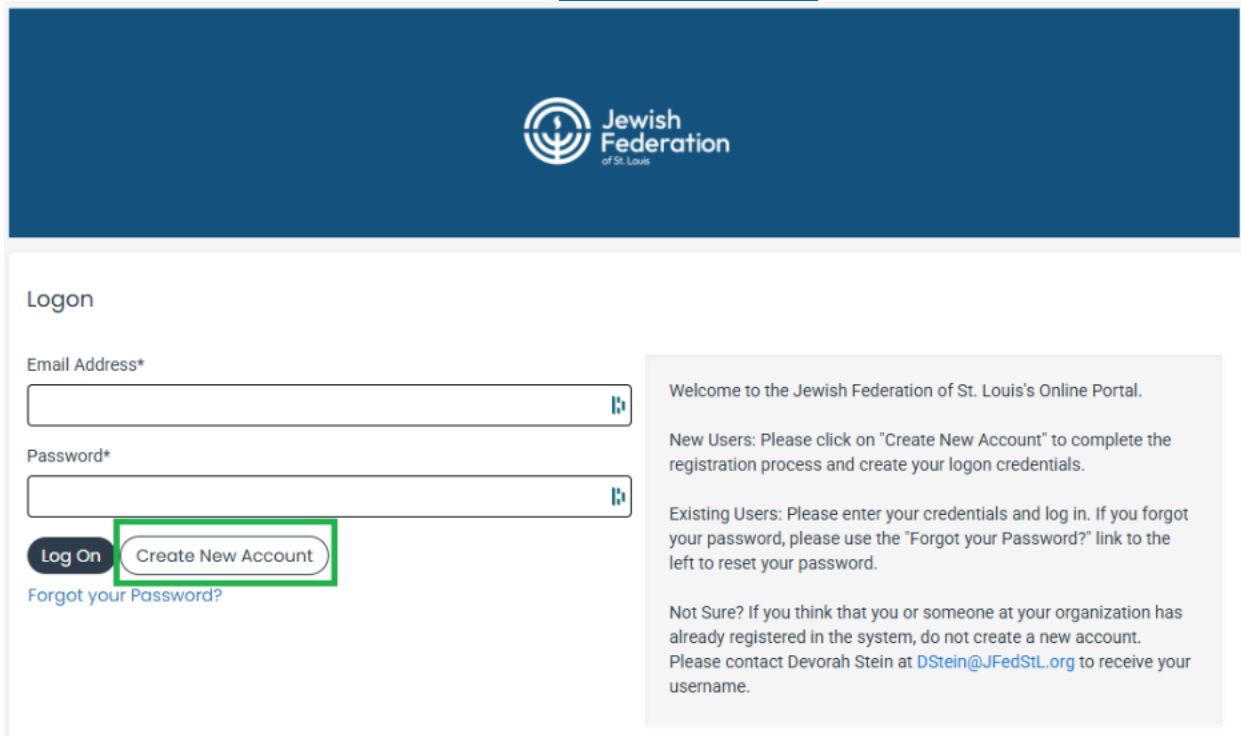
<https://www.grantinterface.com/Home/Logoff?urlkey=jfedstl> (**bookmark this page!**)

How do I create an account for myself or another person from our organization?

If your organization already receives grants from Jewish Federation of St. Louis or one of its supporting Foundations, your organization is already registered in the Grant Application Portal. Please email DStein@JFedStL.org for further instructions.

If your organization has never received a grant from Jewish Federation of St. Louis, go to <https://www.grantinterface.com/Home/Logoff?urlkey=jfedstl> and register for an account.

Not sure? Please contact Devorah Stein at DStein@JFedStL.org for more information.



Jewish Federation of St. Louis

Logon

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)

Welcome to the Jewish Federation of St. Louis's Online Portal.

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

Existing Users: 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.

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 Devorah Stein at DStein@JFedStL.org to receive your username.

How long after I register do I have to wait to complete an application?

Once you log in, you can apply for grants immediately.

What if I forget my password?

There is a link provided at the Log In screen that you can click to reset your password.

What if I leave the organization or move to a different role?

Please notify Devorah Stein at DStein@JFedStL.org.

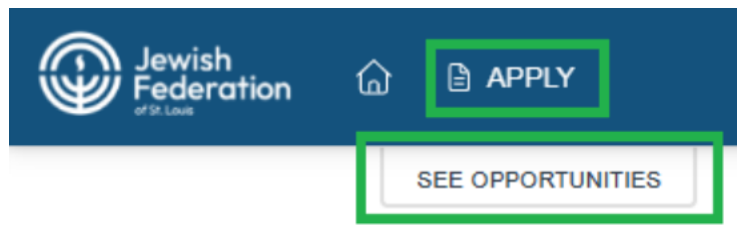
How do I access an application filled out by a former employee of our organization? When you register, your access defaults to the applications that you filled out only. Please contact Devorah Stein DStein@JFedStL.org and request access to all applications/follow-ups related to the organization with a CC to the chief professional of your organization.

Filling Out Applications**Don't lose your work!**

SAVE, SAVE, and SAVE often when filling out applications. If you want to be super cautious, you can also type out your answers in a word document and copy and paste into the application on the portal. There have been some instances, even though you save your work, the internet connection is weak or you lose connection and your information can be lost.

How do I find the right application to fill out?

When you log into the Grant Application Portal, navigate to the top left corner of the page and select *Apply* or *See Opportunities* from the menu bar.

**Do I need a password to access an application?**

Some applications require you to enter a password to access them, while others do not. Check communications from the Community Impact team about the application to see if there is a password required.

How do I know if my application was received?

You will receive a confirmation email when you submit your application. If you do not receive a confirmation email, you did not successfully submit your application.

Who is the Chief Professional?

The head of your organization (this is typically the CEO or Executive Director).

How do I locate and fill out a Follow-Up Form?

The user associated with the application requiring a Follow-Up form will receive an email when a Follow-Up form is assigned to them. If a user has a Follow-Up Form due, there will be an alert at the top of the screen. To access the Form, click *Assigned to You* under the Federation logo at the top of the portal page.

For any other questions, please contact Devorah Stein at DStein@JFedStL.org.

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