

## Instructions for downloading applications and report requirements from the Rhode Island Foundation's Blackbaud Grantmaking application system


1. Log into your account at: <https://us.grantrequest.com/accountmanager.aspx?sid=5741>. If you've forgotten your password, click the 'Forgot Password?' link on the login page, just under the Password field.

**Please Sign In**


**Returning users: Sign in to view and/or download grant history and complete reporting requirements.**

- Welcome. Please note we have moved to a new application system for 2024 and all applicants will need to [create a new account in that system](#). Applications in the new system opened in February 2024.
- **Returning users must log in to their old accounts to complete reporting requirements for grants that were awarded prior to 2024.** Please enter your email and password and click the 'Login' button below.
- If you would like to retain a copy of your historic information from this system, you must download or email it to yourself by the end of 2024. You may view instructions [here](#).
- The system will time out after 45 minutes of inactivity. Be sure to save your changes often by clicking 'Save & Finish Later' as you fill out the application.
- Please contact our Grants Database Coordinator, Ian Ross, if you have any issues logging in: [iross@rifoundation.org](mailto:iross@rifoundation.org) or (401) 427-4012.

E-mail  Password

New Applicant?  Forgot Password?

2. The system will default to showing Applications. If you want to access report Requirements, click the Requirements button at the top of your home page. You can toggle between the two types of records by clicking these two buttons.



 **Applications** **Requirements**

**Applications**

The Rhode Island Foundation is discontinuing use of this grant system at the end of 2024. If you would like to retain copies of your grant histories, we recommend you download your data. You can also email a copy of an application or report requirement to yourself using the Email icon, found under Action in the list below.

You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of this page.

Show

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Strategy Grant Application_Stage 2	Manatee Rescue	50,000	29554	3/12/2020	Owner	 

- From the 'Show' menu, select Submitted Applications. (If you are on the Requirements page, select Submitted Requirements.)

Applications



Requirements

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Show Submitted Applications

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Strategy Grant Application_Stage 2	Manatee Rescue	50,000	29554	3/12/2020	Owner	 

- You may click on the Application Name for the selected application you want to save (or Form Name for the selected requirement) and save or print the form that pops up.

Applications



Requirements

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- You can also email a copy of the selected application/requirement by clicking the Email icon to the right.

Applications



Requirements

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6. If you select the Email option, you will receive a pop-up form that will allow you to forward an embedded copy of the application/requirement to yourself, or anyone in your organization. Complete the required fields and click Submit.

**Send E-mail**

\*Your Name

\*Your E-mail

lross@rifoundation.org

\*Recipient E-mail(s)

To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

\*Subject

Copy of Application

Message

«Your\_Name» would like to share the attached Submitted Application with you.

Maximum (5000) characters

Send me a copy

☐

Submit

Cancel