
GIVEBERMUDA.ORG

Online Application Guide



BERMUDA COMMUNITY
FOUNDATION

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BERMUDA COMMUNITY FOUNDATION
16 Wesley Street, Fourth Floor, Hamilton HM 11, Bermuda

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GIVEBERMUDA.ORG

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Please Sign In

Welcome to the GiveBermuda.org Online Application System!
GiveBermuda.org is an online grants management platform hosted by the Bermuda Community foundation through support made possible by its founding investors - The Atlantic Philanthropies, RenaissanceRe, Bloomberg Philanthropies, XL Foundation and a private donor. This platform is the foundation's tool through which we post and manage all of our central and donor-advised grantmaking!

GRANT APPLICANTS

- If you are a [new grant applicant](#), please use the "New Applicant?" link below to create an account and you will then be taken to the grant application.
- If you are a [returning grant applicant](#), please enter your email and password to either access a new grant application or have access to your in progress and/or completed applications.

PLEASE NOTE: If you are creating an online grant application on behalf of another organization, please use the primary contact account login to ensure proper distribution of future correspondence and progress reporting concerning the application.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

Login

Login

There are three login options: New Applicant, New Application, and Return Applicant

Note: A single user ID (e-mail address) may not be used to sign on from another location simultaneously.

New Applicant Login

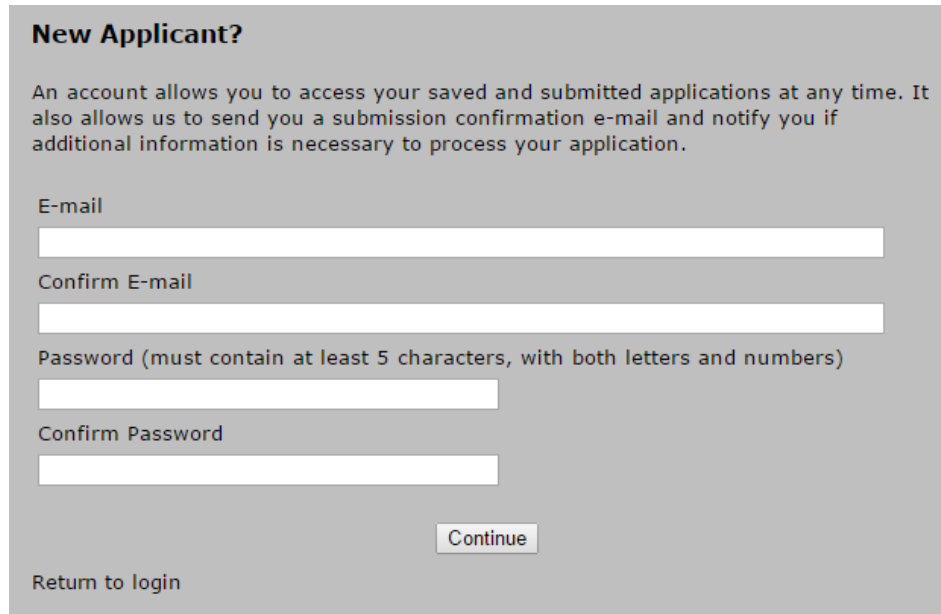
If you have never used this portal, you will need to set up an account. Click on the link provided and then click on *New Applicant?*



E-mail

[New Applicant?](#)

Fill out the form with the required data and click Continue.



New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

An email will be sent confirming your new account and the screen will load with the eligibility questions.





[Contact Us](#) | [My Account](#) | [Sample Documents](#) | [Exit](#)

Grantseeker Eligibility Questions

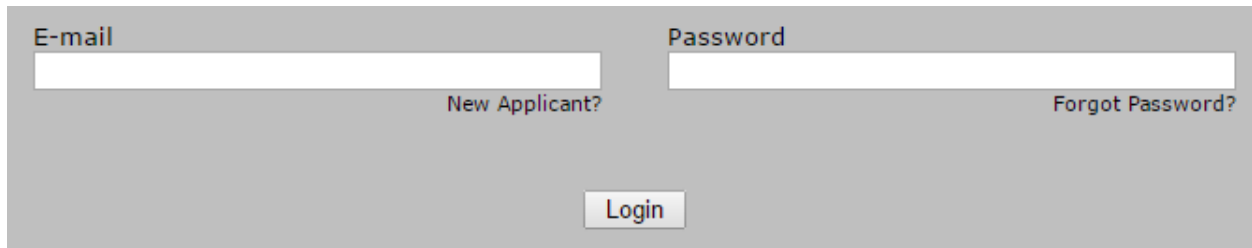
Your organisation or programme relates to work that falls into one of the following categories: education, youth development, health, human services or the environment.

Note: The company logo of the grantor will be displayed in the heading.

See [Eligibility Questions](#) in the Application section for details.

New Application Login

If you have used this portal before and would like to start a new application, click on the link provided, key in your E-mail address and Password and then click on the Login button.



The image shows a login form with two input fields: "E-mail" and "Password". Below the "E-mail" field is a link "New Applicant?". Below the "Password" field is a link "Forgot Password?". At the bottom center is a "Login" button.

Next, the screen will load with the eligibility questions.



The image shows a screen titled "Grantseeker Eligibility Questions". At the top center is a logo consisting of a large 'X' and a smaller 'L'. To the right of the logo are links: "Contact Us", "My Account", "Sample Documents", and "Exit". The main content area contains the text: "Your organisation or programme relates to work that falls into one of the following categories: education, youth development, health, human services or the environment." Below this text is a dropdown menu with the text "-Select One-". At the bottom center is a "Next" button.

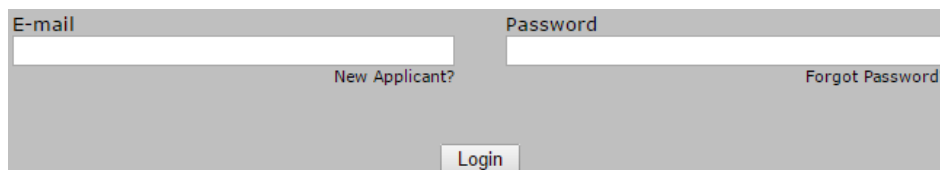
Note: The company logo of the grantor will be displayed in the heading.

See [Application](#) section for details on the application.

Return Applicant Login

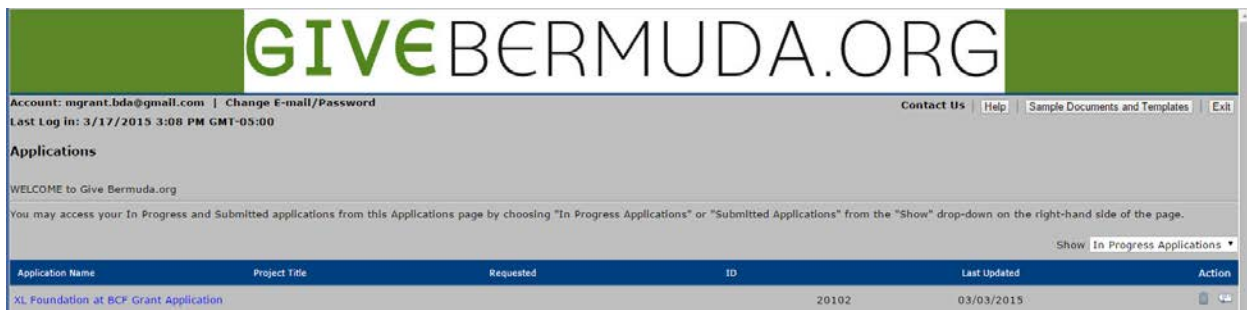
If you have used this portal before and would like to review or update an existing application, use the following URL to access your dashboard: https://www.grantrequest.com/SID_2135?SA=AM

Key in your E-mail address and Password and then click on the Login button.



The image shows a login form with two input fields: "E-mail" and "Password". Below the "E-mail" field is a link "New Applicant?". Below the "Password" field is a link "Forgot Password?". At the bottom center is a "Login" button.

The screen will load with your dashboard.



See [My Account](#) section for details on the dashboard.

Application

Eligibility Questions

Every application starts with a small set of eligibility questions. You must answer these in order to continue on to the actual application.

Application Sections

The application is broken up into sections (shown below). At any point you may click the Next button or click on the title of the desired page and that page will load.



Details and instructions can be found within each section.

If at any point you must leave your application, remember to click the 'Save & Finish Later' button.

See [Available Functions](#) for details.

Available Functions

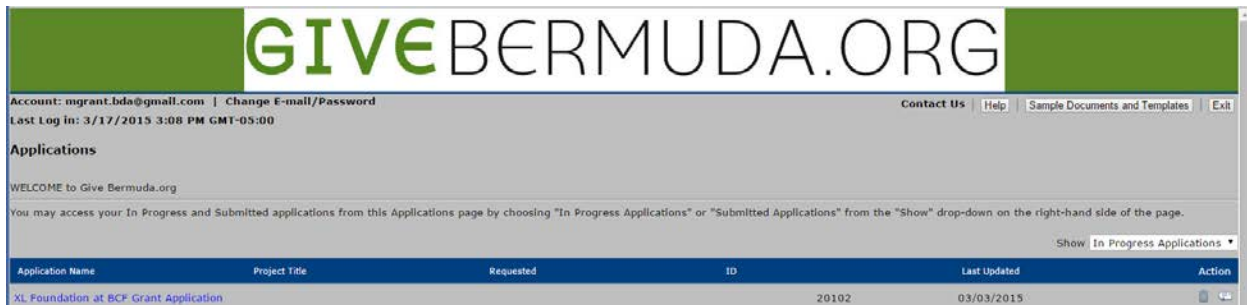
- Contact Us** - Send an email to GiveBermuda@bcf.bm
- Help** - Find Information and Resources for Grantseekers and Grantees on the BCF website
- Exit** - Leave the application without saving any changes
- Sample Documents** - View Downloads and other Grant Application Resources
- My Account** - View your dashboard of saved applications
- Save & Finish Later** - Save your application to your dashboard
- Next** - Go to the next section in the application
- Submit** - Submit your completed application (Located at the very bottom of the page)

There are also review options such as:- [Printer Friendly Version](#) | [E-mail Draft](#)

My Account

Dashboard



The dashboard is where you will manage your saved applications.



You have the option of viewing your In Progress Applications or Submitted Applications by selecting the dropdown for the 'Show' option on the right of the screen.



Select the application name in the first column to open the application.

You may also delete  and e-mail  the application by selecting the buttons in the Action column on the dashboard.

Other dashboard functions include:-

Change E-mail/Password - Change the e-mail address or password for your account

Fill out the details as requested:

Last Log in: 3/4/2015 10:01 AM GMT-05:00

Change E-mail Address

If you wish to change the e-mail address you will use to log in, you may do so below.

E-mail

Change Password

If you wish to change the password you will use to log in, you may do so below.

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to My Account](#)