



**Website:** [www.montereypeninsulafoundation.org](http://www.montereypeninsulafoundation.org)  
**Email:** [grants@mpfca.org](mailto:grants@mpfca.org)  
**Telephone:** 831-649-1533

## Online Portal Guide

This guide provides assistance when using the [online portal](#) to apply for grants and complete reports for previous grants awarded by Monterey Peninsula Foundation. Before using the online portal, please review Monterey Peninsula Foundation's [Grant Guidelines](#) for more specific information about our grant review process.

### Before You Begin

Prior to logging in to the online portal, please clear your browser's cache (then restart the browser). The cache should include temporary internet files and cookies.

Internet Explorer:	<b>Tools &gt; Delete Browsing History</b>
Firefox:	<b>History &gt; Clear Browsing Data</b>
Chrome:	Press <b>CTRL+H</b> and click on <b>Clear Browsing Data</b>
Safari:	<b>Safari &gt; Preferences &gt; Advanced &gt; Show Develop menu in menu bar:</b> <input checked="" type="checkbox"/> <b>Develop menu &gt; Empty Caches</b>



Your browser is not configured to support cookies. In order to access this online application form, you must adjust your browser settings to allow cookies.

Internet Explorer browser users: If experience login issues, it may be necessary to manually delete your browser's temporary internet files and restart the browser.

1. Go to **Tools > Internet Options**.
2. On the **General** tab in the **Browsing History** section, click **Settings**.
3. Click **View Files** to open a browser window for the **Temporary Internet Files** folder.
4. Select all files (**CTRL+A**) and delete them.
5. Close the file browser window.
6. Click **OK** to close the **Website Data Settings** window and **Internet Options** window.
7. Restart your browser.

Mozilla Firefox, Google Chrome, or Apple Safari users: Make sure that you are updated to the latest version. These browsers should update automatically, but you can check which version you have by doing the following:

- Firefox: Go to **Help > About Firefox**
- Chrome: Go to **Customize > About Google Chrome**
- Safari: Choose Apple menu > **Software Update**

## Creating an Account

In order to access the online portal, all applicants must create an account to have access to grant applications and grant reports, and allow applicants to share this information with others.

**Please Sign In**

**Welcome to the Monterey Peninsula Foundation online portal.**

- For returning applicants, please log-in using your email address and password.
- For new applicants, please click on "New Applicant?" to create a password. This will allow you to save your current work and continue at a later time.

E-mail  Password

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

On the next page, fill out the required information, then click **Continue**. Keep the log-in information in a secure location for future use. If you lose your password, you may change it by clicking **Forgot Password?**

**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

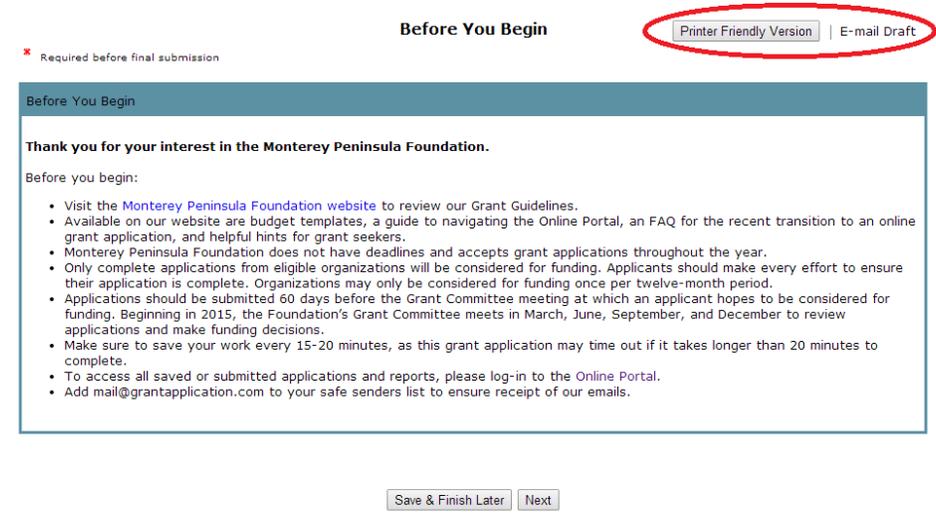
Confirm E-mail

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

Confirm Password

## Completing a Grant Application

The online portal is designed to allow applicants to work on a grant application at their own pace including filling out the application at one time, completing a portion and saving the rest to be finished later, sharing the application with others, or just previewing the entire application.

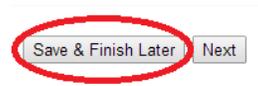


Note: Applicants should make every effort to save their work every 15-20 minutes, as the grant application may time out if it takes longer than 20 minutes to complete.

Applicants may move between tabs at the top of the screen by clicking on any tab or by selecting **Next** at the bottom of the page.



Applicants are required to fill out the entire grant application. All required fields are indicated with a red asterisk (\*). An application cannot be submitted without entering all of the required information. Please remember to select **Save & Finish Later** before leaving an application on the bottom of any page to ensure that work is not lost.



After completing all of the tabs, click **Review & Submit** to review the entire grant application before submitting.

Authorization

We, the undersigned, hereby state that the information provided in this application is complete and factual. By typing our names below and submitting this application, we confirm our authority and have notified and secured approval from all necessary parties. We hereby agree that funds, if granted, will be used only for the purpose described above unless written approval from Monterey Peninsula Foundation is received.

\* Signature of Authorized Board Member

\* Signature of Additional Authorized Representative  
(Example: Lead Staff Person)

\* Date

Save & Finish Later Review & Submit

On the next page, review the entire grant application for completeness and click **Submit** to submit your grant application. After hitting **Submit**, applicants will no longer be able to modify the application.

Save & Finish Later Submit

## Logging-In

Applicants are able to [log-in](#) to view in-progress and submitted grant applications, as well as new, in-progress, and submitted grant reports.

Please Sign In

Welcome to the Monterey Peninsula Foundation online portal.

- For returning applicants, please log-in using your email address and password.
- For new applicants, please click on "New Applicant?" to create a password. This will allow you to save your current work and continue at a later time.

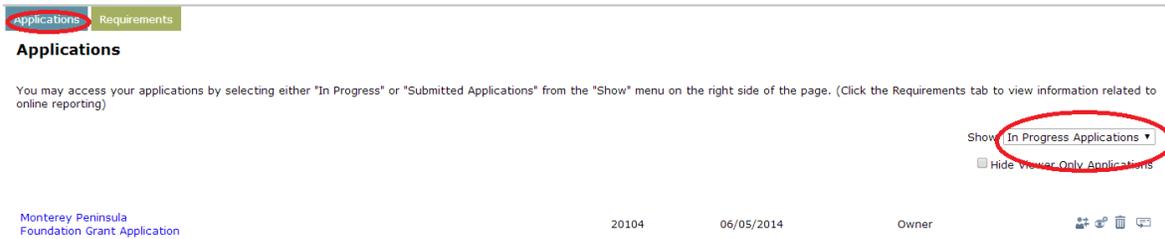
E-mail Password

New Applicant? Forgot Password?

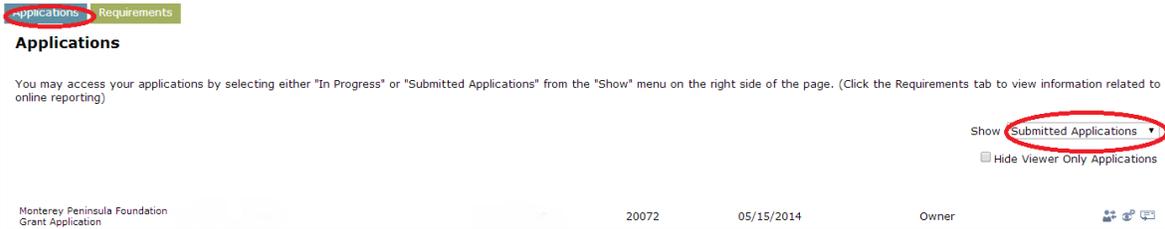
Login

## Viewing Grant Applications

To view, continue, and submit in-progress grant applications, please log-in and select the dropdown menu on the upper right hand side and select **In Progress Applications**.



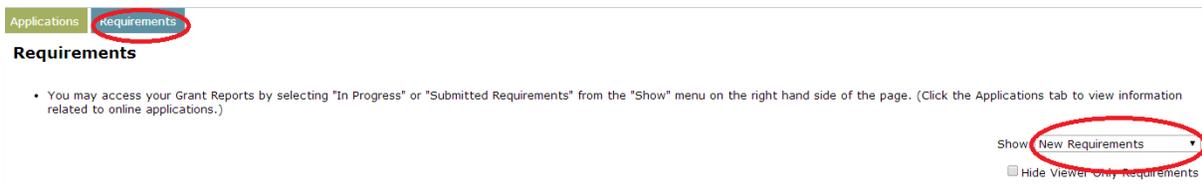
To view submitted grant applications, select **Applications** in the upper left hand side. Then select the dropdown menu on the upper right hand side and select **Submitted Applications**. The portal does not allow applicants to modify submitted applications. If you have changes, please contact us.



## Viewing Grant Reports

Once a grant is awarded, the primary contact's email address linked to the original grant application is assigned a grant report. Grant reports must be completed within one year of the grant's award date.

To view and complete a grant report, log-in to the Online Portal and click **Requirements** in the upper left hand side. Then select **New Requirements** in the dropdown menu on the upper right hand side.



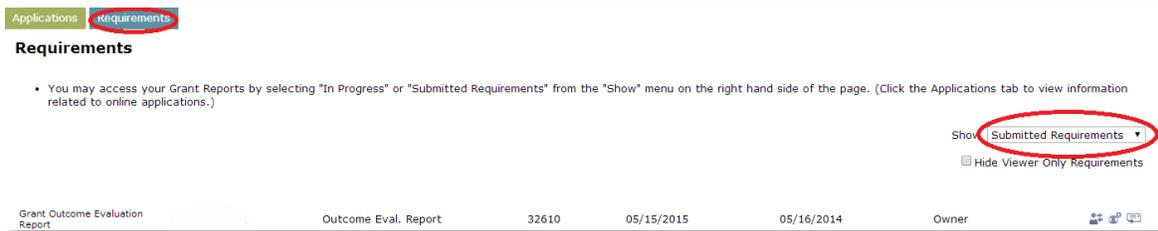
If your organization cannot find the assigned grant report or are unsure that a report has been completed or assigned, please contact us to request assistance.

If your organization has changed the primary contact managing the grant awarded, please have the original primary contact transfer the report to the new primary contact using the Online Portal (see "Ownership of Grant Applications or Reports" on pg. 6). If the primary contact is no longer available, please contact us to request assistance.

To review in-progress grant reports, click **Requirements** in the upper left hand side, then select **In Progress Requirements** in the dropdown menu on the upper right hand side.



To view submitted grant reports, click **Requirements** in the upper left hand side, then select **Submitted Requirements** in the dropdown menu on the upper right hand side. The portal does not allow applicants to modify submitted reports. If you have changes, please contact us.



## Ownership of Grant Applications or Reports

The current owner of a grant application or report can transfer ownership to another user by clicking the **Transfer to new owner** icon in their account page. Enter an email address and then click the **Check Email** button to see if the account already exists or not. Click **Transfer** to immediately send the transfer request to the new owner.



The owner of a grant application or report can also add new viewers, see the current viewers list, remove people from the viewers list, and modify the email notice sent to new viewers. Once a user has viewer rights, they can enjoy them until the current owner removes that access. If one owner makes someone a viewer, then transfers ownership, that viewer still has access. To remove one or more viewers from a grant application or report, the owner can check one or more check boxes to the right of the viewer(s) and click the **Remove** button.