# Guidance to submitting an application online

The Foundation has moved to a new application/grantee portal. Applicants are now able to see all their applications to any foundation that uses Blackbaud Grantmaking in one account.
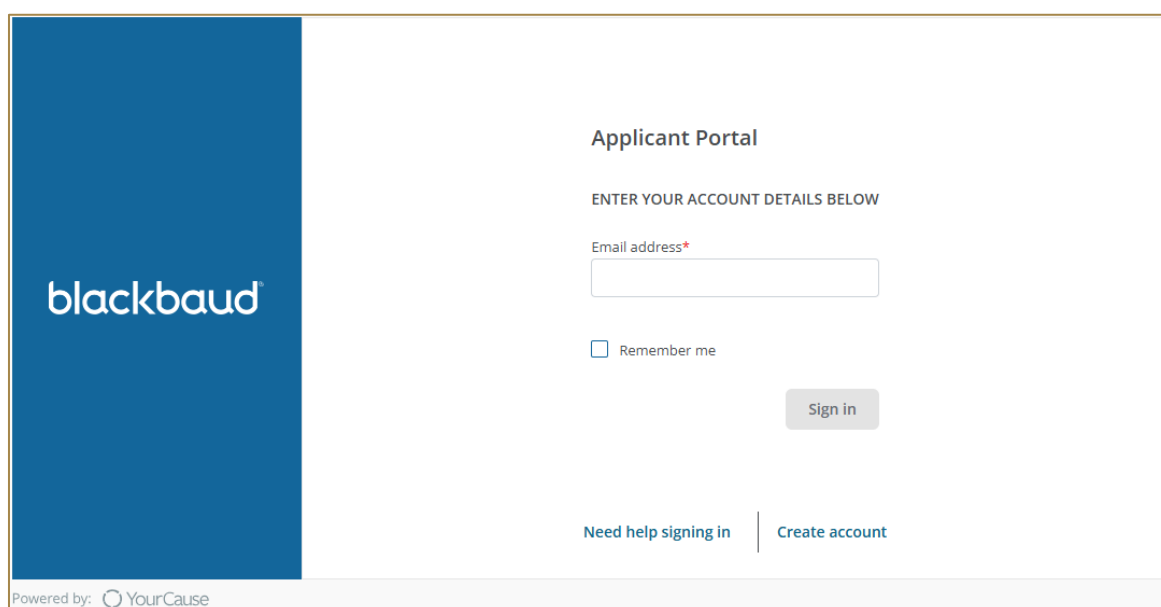
Registration / Logging In

1. Click on the 'Apply Now' link from the relevant programme area.

APPLY NOW

You will need to sign in or register using our online grants portal

→
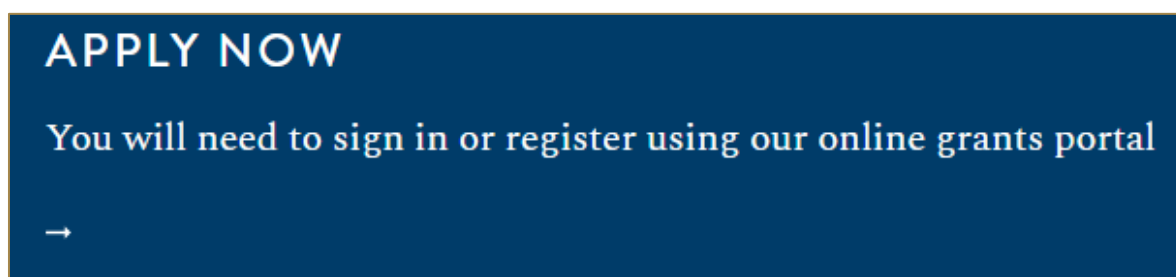
2. You will be asked to either log in or create a new online account. To create a new account, click on **Create account**, then go to step 3.

   For existing account holders, enter your account details and go to step 4.

blackbaud

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

☐ Remember me

Sign in

Need help signing in | Create account

Powered by: ◯ YourCause

3. You will be asked to register, select the option to register with an email address. This email address will serve as your login, and we will use it to send you correspondence.

4. You will be notified of the application form that you are about to fill in. If this is correct, select– **Start new application.**
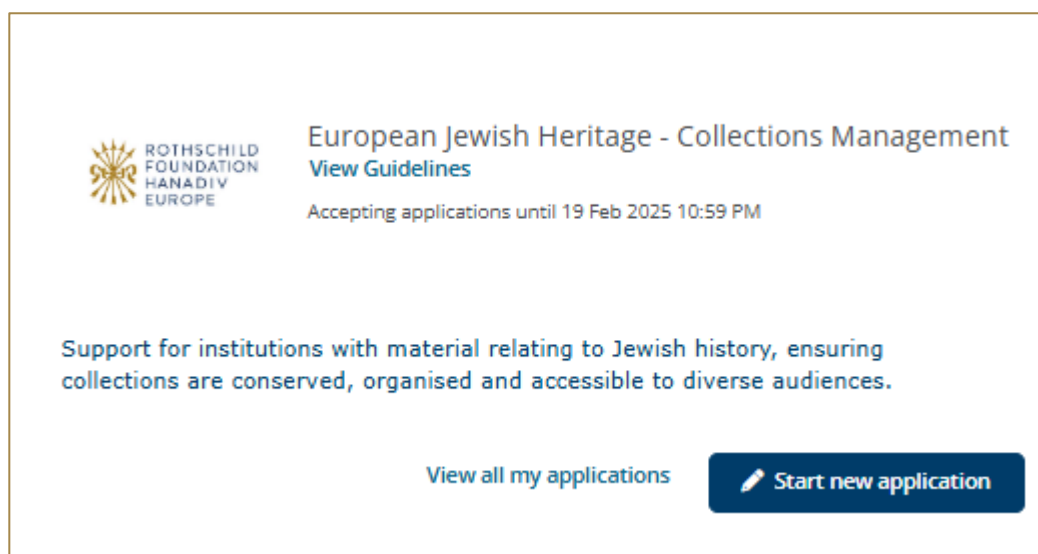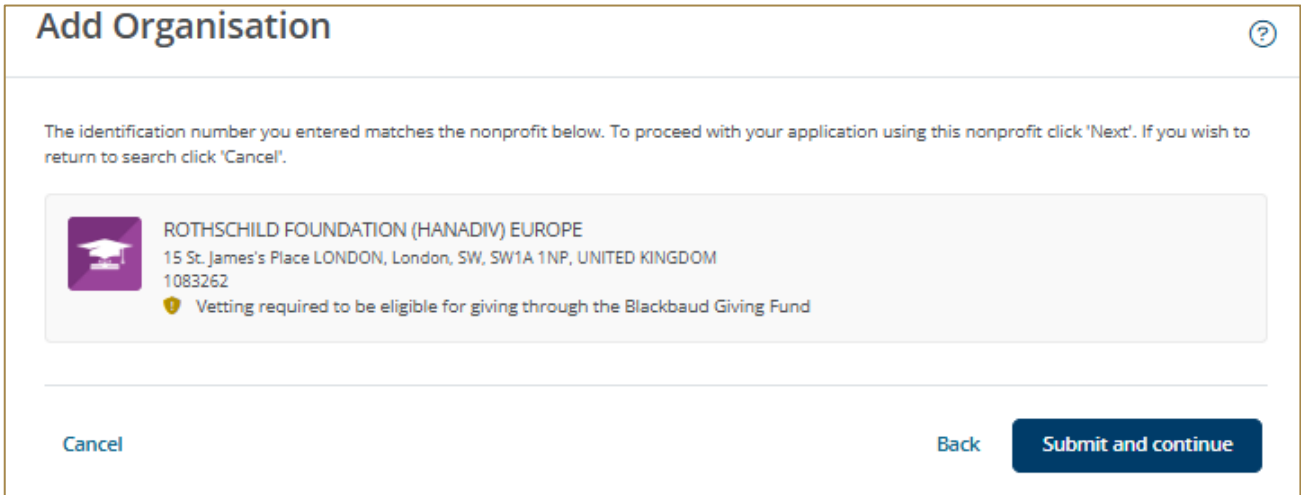

Note: **Bookmark** https://bbgm-apply.yourcausegrants.com/apply/applications to return to the portal and to access forms in progress. Please add noreply@yourcause.com to your safe senders list.

5. **Select or Create Your Organisation** – Enter your charity commission number, scroll to the bottom of the list. If the organisation does not show at the bottom of the list, select– **add new organisation** and continue to step 6.

    Click on the ⓘ for further guidance on the ID number requirement.
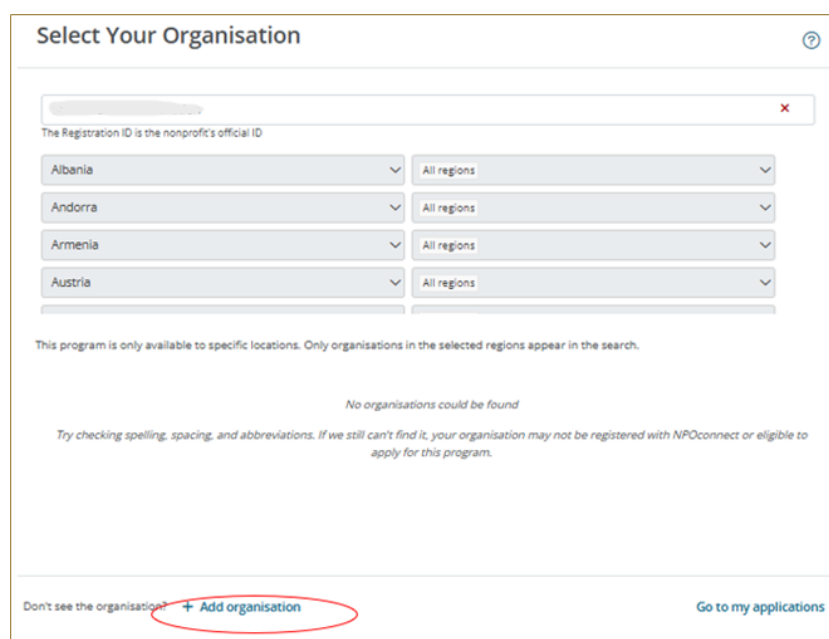
If your organisation is located, click **submit and continue**. Go to step 8. <u>Filling in Your Application.</u>
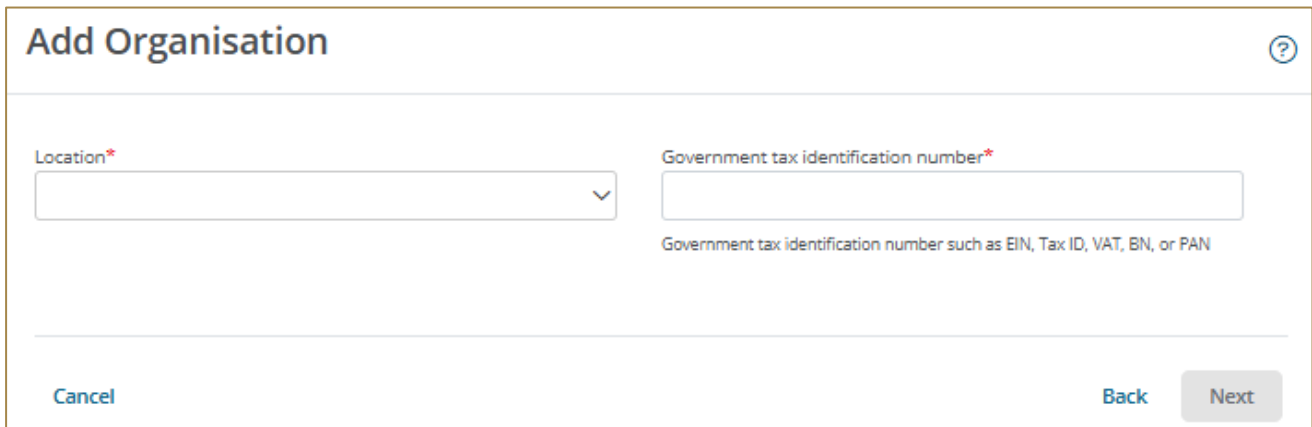
6. If your organisation is not listed above - Select the **Location** (country) from the drop-down options. Insert the organisations 'official registration number', in the UK it will be your **charity commission number**.

Click on the ⑦ for further guidance on how to add an organisation.

7. If your organisation is not listed or in the options available, you will be asked to **add your organisation details**.

Filling in Your Application

8.   You will be taken to the application form to complete.

9.   You can navigate through the application form by clicking on the tabs along the top of the page. Questions with a red * are compulsory questions. You can click between tabs, but you will not be able to submit unless the compulsory questions have been completed.
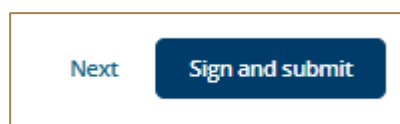
FORM QUESTIONS

Complete the required fields below.
Accepting applications until 19 Feb 2025 10:59 PM

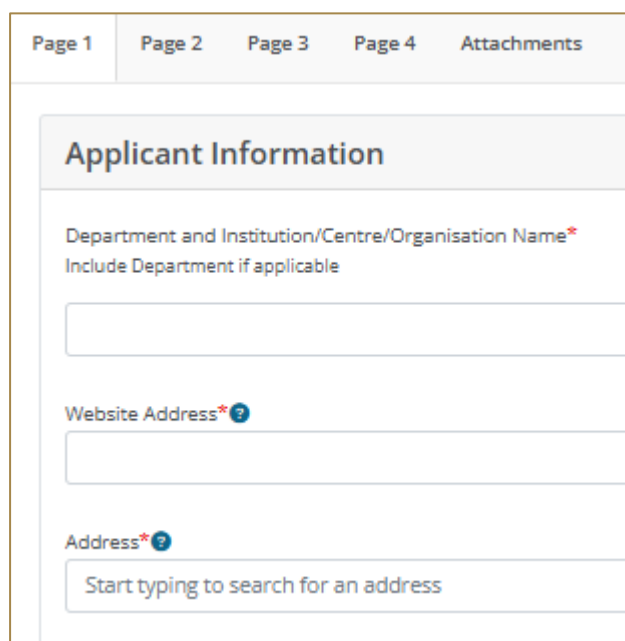| Page 1 | Page 2 | Page 3 | Page 4 | Attachments |

10.   You can also move from page to page using the Next button at the bottom of each page:

Next   **Sign and submit**

Filling in your Summary Information

11.   You need to add your organisation details again – these are not drawn from your account registration.

| Page 1 | Page 2 | Page 3 | Page 4 | Attachments |

Applicant Information

Department and Institution/Centre/Organisation Name*
Include Department if applicable

Website Address*❓

Address*❓

Start typing to search for an address
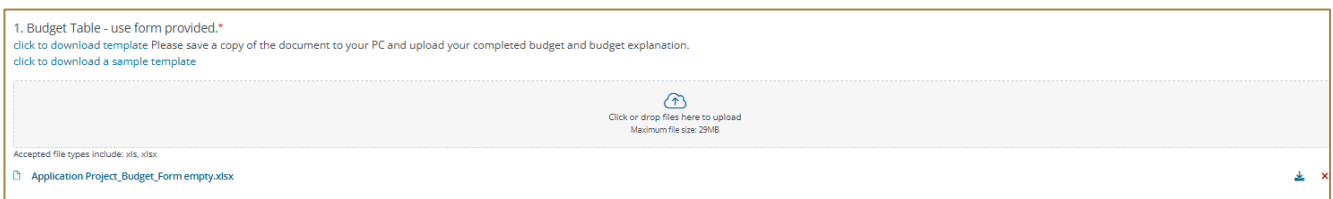
Adding Attachments

12. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local computer and select your document or click and drop your document to upload.

    To note: Please ensure that no non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *,) appear in the title of the documents you intend to upload. Valid file extensions are provided in the attachments page of your application under each uploadable heading. If you are still having issues with uploading your files, please simplify the file names, removing reserved characters and minimising the length of the file name. For further information please refer to the following link: Naming Files, Paths, and Namespaces - Win32 apps | Microsoft Learn

13. Where instructed, please download and save the **templates provided** locally to your computer where you can fill in the required information, save and upload to the matching attachment.

    When you have successfully uploaded a supporting document, the document will be visibile. Please note that you have a maximum of 29 MB to upload for each document.

    You can also remove your uploaded document by clicking on the small red X the small box field next to the document, then clicking Delete.
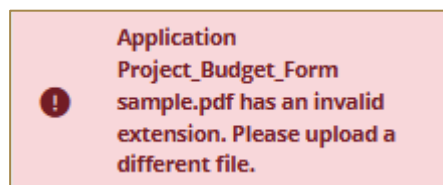

14. If you try and upload an invalid file type you will receive the following error message at the top of the page fading after 10 seconds. Please ensure you upload the correct file types.

Saving Your Application & Finishing Later

15. **Your application auto saves!**

    To return to your account click on Applications along the top of the page or simply sign out of your account. All information entered in your application up to that point will be saved.
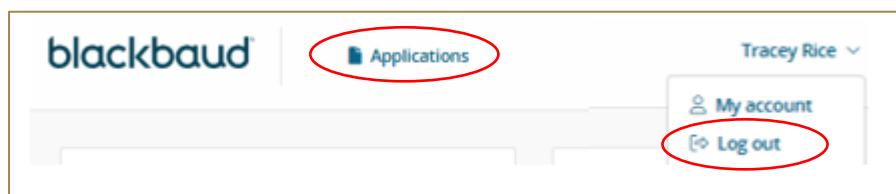
    You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: https://bbgm-apply.yourcausegrants.com/apply/applications
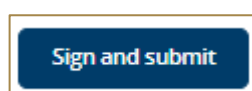
Sign and Submit your Application

16. If you click on "sign and submit," any required fields that have not been completed will display an error message (example below).
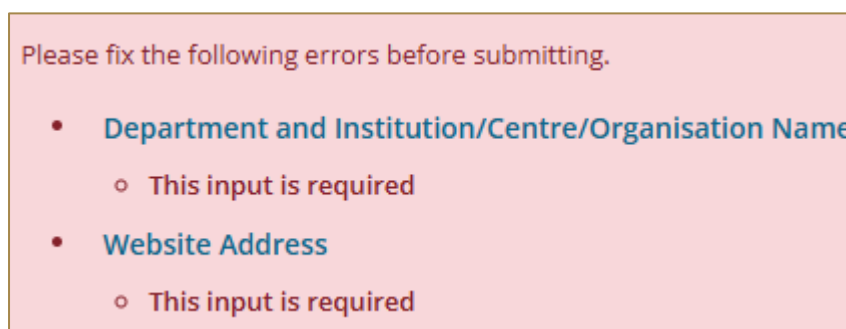
   Please complete the required fields and/or upload the required documents.

17. Once all fields have been filled in correctly and all required attachments uploaded, scroll through and review your responses and if you are happy to submit your application, please select **Sign and Submit** at the bottom of the page.

18. Choose which method you prefer to sign your application. Once you have completed this you will be able to click the **Sign and Submit Button**.

    Please note once you have submitted your application the application cannot be changed.

19. On submission you will be directed to your account where you will see a message confirming that your form has been submitted.
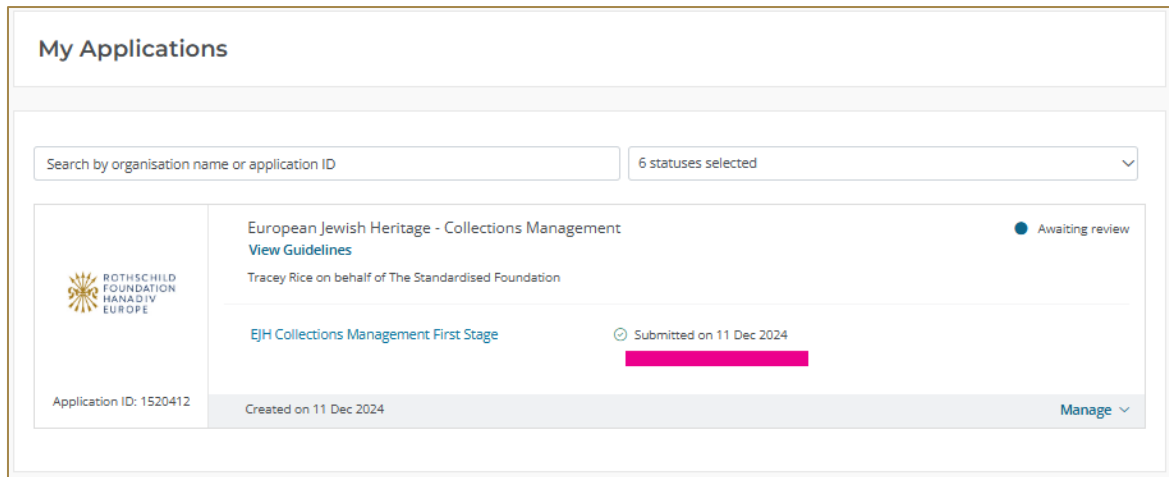
20. You will also receive an email confirmation. Please ignore the link to "*Go to Grants Connect'*

To return to your account at any time follow the link in the email below or from here:

https://bbgm-apply.yourcausegrants.com/apply/applications

Contact us

If you have any problems using our online application system or require **technical support**, please contact info@rothschildfoundation.eu