

## 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.

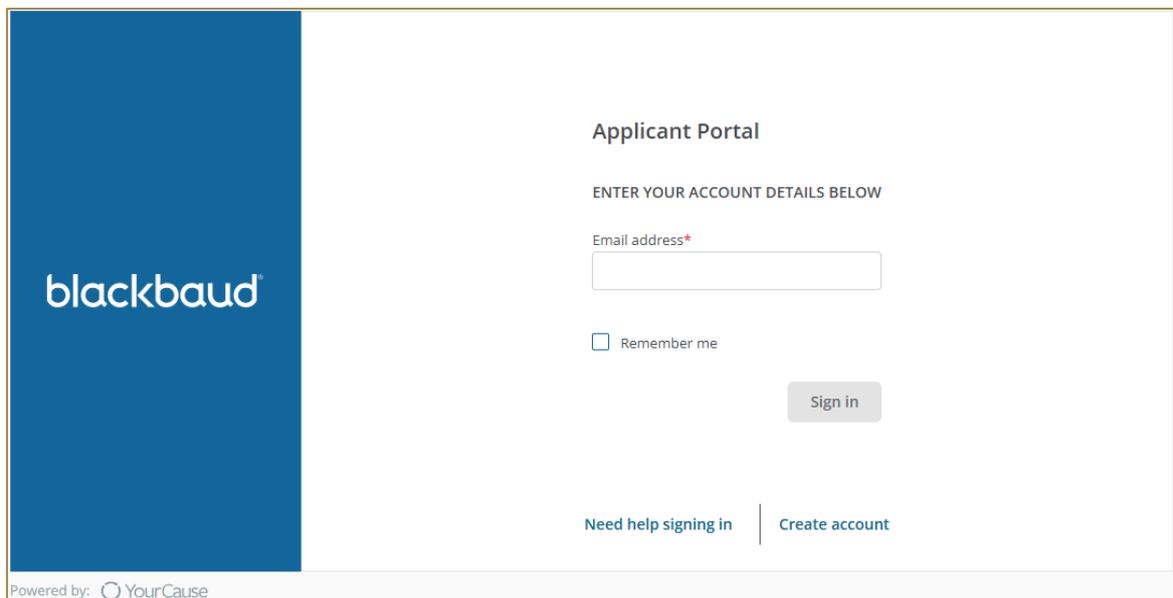
### Registration / Logging In

1. Click on the 'Apply Now' link from the Amsterdam Seminar webpage.

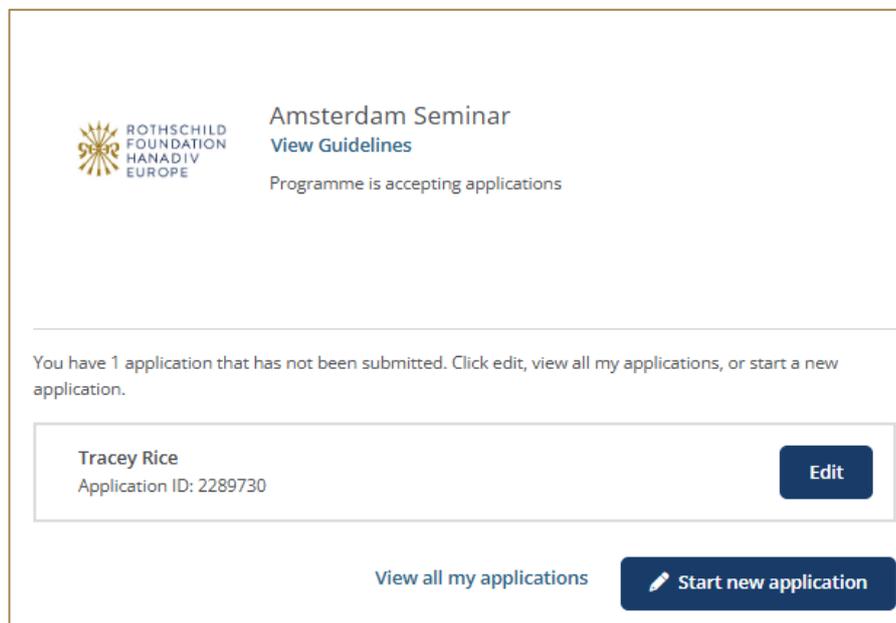


2. You will be asked to either log in or create a new online account. To create a new account, click on **Create account**, then go to step 3.

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



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

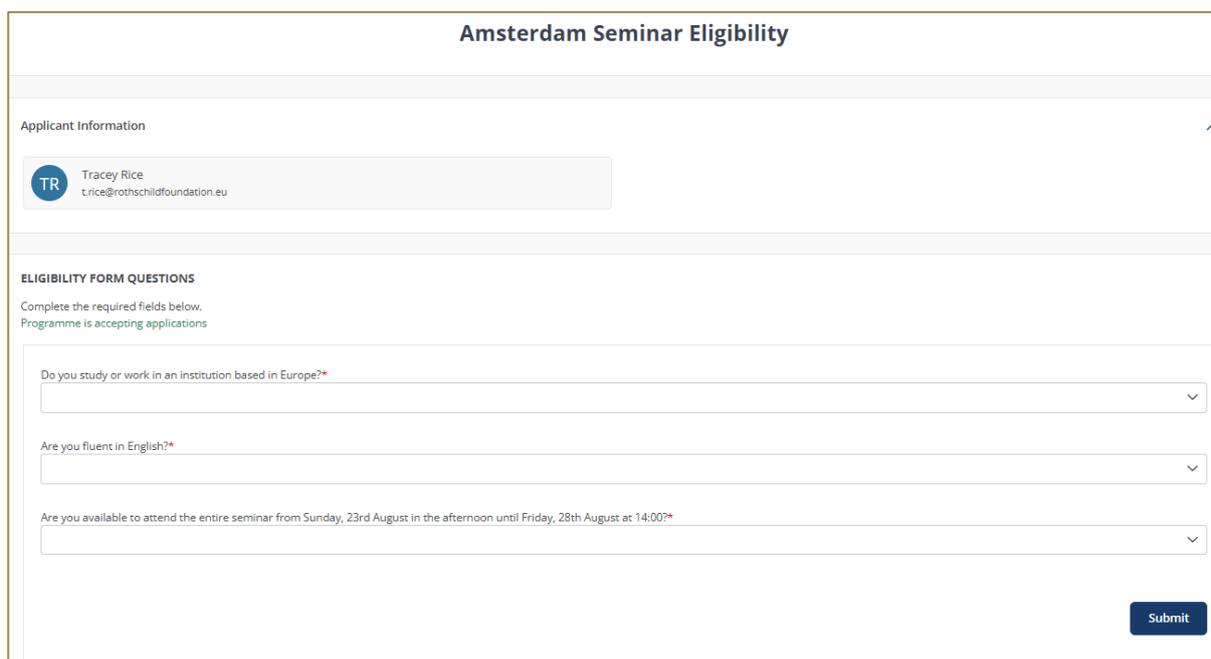


The screenshot shows the 'Amsterdam Seminar' application portal. At the top left is the logo for the Rothschild Foundation Hanadiw Europe. To the right, it says 'Amsterdam Seminar', 'View Guidelines', and 'Programme is accepting applications'. Below this, a message states: 'You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.' A box displays the user's name 'Tracey Rice' and 'Application ID: 2289730' with an 'Edit' button. At the bottom, there are two buttons: 'View all my applications' and 'Start new application'.

**Note: Bookmark** <https://apply.yourcausegrants.com/apply/auth/signin> to return to the portal and to access forms in progress. Please add [noreply@yourcause.com](mailto:noreply@yourcause.com) to your safe senders list.

## Filling in Your Application

5. You will be taken to the Eligibility Quiz, if you answer the questions correctly you will be taken to the application form to complete.



The screenshot shows the 'Amsterdam Seminar Eligibility' form. It has a header 'Amsterdam Seminar Eligibility' and a section for 'Applicant Information' with a profile card for Tracey Rice (t.rice@rothschildfoundation.eu). Below is the 'ELIGIBILITY FORM QUESTIONS' section with instructions to 'Complete the required fields below. Programme is accepting applications'. There are three dropdown questions: 'Do you study or work in an institution based in Europe?\*', 'Are you fluent in English?\*', and 'Are you available to attend the entire seminar from Sunday, 23rd August in the afternoon until Friday, 28th August at 14:00?\*. A 'Submit' button is at the bottom right.

6. 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.  
Programme is accepting applications

Page 1   Attachments

Please submit by **GMT 17:00, Tuesday, 22 April 2026.**

Please refer to our [website](#) for information. If you need further assistance please contact us at [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)

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

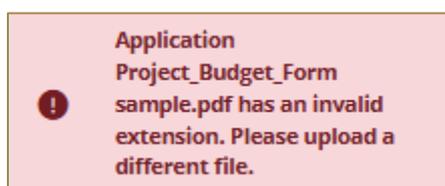
## Adding Attachments

8. 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](#)

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.

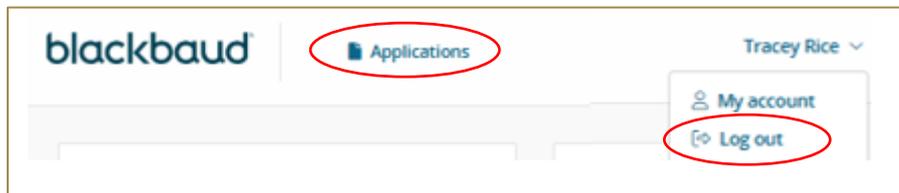
9. If you try and upload an invalid file type you will receive the following error message at the top of the page fading after 10 seconds. Please ensure you upload the correct file types.



## Saving Your Application & Finishing Later

10. **Your application auto saves!**

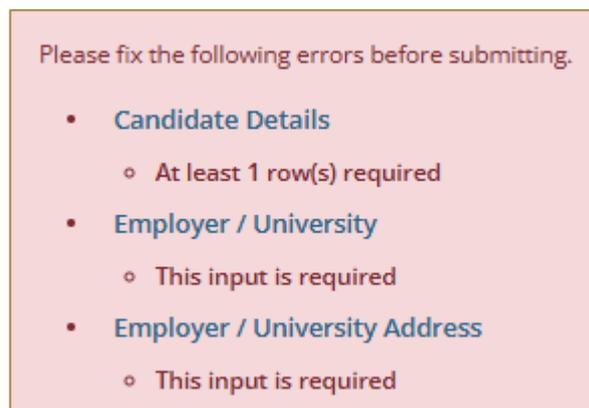
To return to your account click on Applications along the top of the page or simply sign out of your account. All information entered in your application up to that point will be saved.



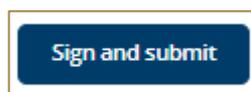
You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: <https://apply.yourcausegrants.com/apply/auth/signin>

## Sign and Submit your Application

11. If you click on “sign and submit,” any required fields that have not been completed will display an error message (example below).



12. Please complete the required fields and/or upload the required documents.
13. 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.



14. 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.**

15. On submission you will be directed to your account where you will see a message confirming that your form has been submitted.

**My Applications**

Search by organisation name or application ID 6 statuses selected

 Application ID: 1520412	European Jewish Heritage - Collections Management <span>● Awaiting review</span> <a href="#">View Guidelines</a> Tracey Rice on behalf of The Standardised Foundation
	EJH Collections Management First Stage <span>🕒 Submitted on 11 Dec 2024</span> <div style="background-color: #e91e63; height: 10px; width: 100px; margin: 5px 0;"></div> Created on 11 Dec 2024 <span>Manage</span>

16. You will also receive an email confirmation. To return to your account at any time follow the link in the email below or from here: <https://apply.yourcausegrants.com/apply/auth/signin>

## Contact us

If you have any problems using our online application system or require **technical support**, please contact [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)