

Frequently Asked Questions

Application and Grant Report Portal Questions

Why am I having trouble creating a password?

Please be sure that your selected password has **more than** 12 (at least 13) characters, including at least three of the following character types: Lower case, Upper case, Numeric, Special

I began working on a grant application, can I continue editing it?

Yes, in order to continue editing an unfinished grant application, log into the [Account Portal](#). Be sure to check that the sky blue “Applications” tab is selected. On the right-hand side of your screen, above the blue bar, select “In Progress Applications” from the drop-down menu to view your in-progress applications. From there select the application you wish to continue working on from the list.



ccount: saiken@bluefoundrycharitablefoundation.org | Change E-mail/Password
st Log In: 8/21/2023 12:46 PM GMT-04:00

[Contact Us](#) | [Exit](#)

Applications
Requirements

Show
In Progress Applications

Applications

Welcome to your "Account Page". Here you can manage both Applications and Requirement Reports.

1. Select the Application or Requirements tab to move between section
2. Select in progress or submitted in the "Show" drop down.
3. If you select submitted, you can only view the applications that you have submitted.
4. If you select in progress, you will be able to continue working on your application.
5. To delete an application, simply select the garbage can next to it.
6. You can also transfer and share forms using the icons
7. To start a NEW application click on the appropriate link:

[Silver Grant](#)
[Gold Grant](#)
[Platinum Grant](#)

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Blue Foundry Silver Application			20568	8/17/2023	Owner	
Blue Foundry Silver Application			20203	8/14/2023	Owner	
Blue Foundry Silver Application			20557	8/6/2023	Owner	
Blue Foundry Silver Application			20552	8/6/2023	Owner	
Blue Foundry Platinum Grant Application			20437	5/19/2023	Owner	

Hide Viewer Only Applications

How do I submit my Grant Recipient Summary (Final Report)?

Grant Recipient Summaries (Final Reports) must be submitted via the [Account Portal](#).

You can log into the portal either from the homepage of our website or via the link provided above. Once you have logged into your account, be sure to check that the navy blue “Requirement” tab is selected beneath the Blue Foundry Charitable Foundation logo. On the right-hand side of your screen, above the blue bar, select “New Requirements” from the drop-down menu to begin a new Grant Recipient Summary or select “In Progress Requirements” to continue working on a Grant Recipient Summary you have already started.

How do I upload my supporting documents to my application?

Uploading supporting documents is a two-step process. You must first select “Choose File” and then select the appropriate file you wish to upload. Once the file has been chosen, you must then select “Upload”.



Navigation tabs: [Welcome](#) | [Organization and Contact Details](#) | [Request Information](#) | **[Upload Documents](#)** | [Review My Application](#)

Buttons: [Save & Finish Later](#) | [Review & Submit](#)

Upload Documents

Powered by Simplify

* Required before final submission

To upload requested documents:

1. Search for the document
2. Click the Upload button

* 990
Most Recent 990

1 No file chosen <-----

2 <-----

* W-9 Form

No file chosen

* List of Board Members

No file chosen