DANI OHLMAN:

Hi, everyone. My name is Dani Ohlman and I am Executive Administrator for Weitz Family Foundation. I am so happy to provide this brief tutorial showing you how to access the 2024 Weitz Family Foundation grant applications in our new system, GivingData. We are so excited to be using this new grant management platform. We've already found it to be so efficient and easy to use. We hope that this new system will make it easier for you too as you submit your applications this year. So, let's go ahead and get started. We will have two application links to choose from. One is for our Beloved Community grant and the other is for our Capacity Building grant. I have selected the Beloved Community grant link here. Once you click on your selected link, you'll come to this screen. From here, you are going to want to click on "Create an account". You can click here or here. Next, you are going to enter your email address. Make sure that this is the email address that you want all future communication and notifications from GivingData to come to.

And I'm going to enter an email, a demo email address here. OK. I'm going to send that. At this time, you're going to want to go back to your email and look for a message from no reply at givingdata.com that says, "Thank you for registering." So, we're gonna do that now. And there it is. Alright. Let's see here. As a side note, all GivingData communications will come from this no reply at givingdata.com address. So, make sure you add this email address to your contacts so it doesn't get sent to your spam folder. So, now, we're gonna click on the blue box that says "Activate Your Account". So, you're now going to go back to the grantee portal, but this time, you're going to enter your name and create a password for your account. If you hover over the password box, you will see the criteria needed for that. So, we're going to create that now. Right. So, we are all set here. We would encourage you to bookmark this page so you can return to it easily in the future. So, now, this screen says that you've successfully activated your account and so it's going to ask you to sign in.

So, we'll do that. Click there. It's thinking. OK. So, now, here is where you're going to start the application process by clicking on this link. From there, you're going to go and add your organization to the application. So, you're going to want to click here or here and add your organization. And in order to locate your organization to add it, you will need to search for it in the IRS database. So, we are going to select searching the IRS database, and then we are going to enter the organization's tax ID number below. I am going to put the tax ID for our foundation to give you an example. The system will locate your organization by that tax ID. So, once it pulls up for you, select your organization and click to enter the grant application. We're gonna do that right here. So, now, we'll show you that the grant application is now in progress. Click "Open 2024 Beloved Community Application" or "2024 Capacity Building Application", and you'll be taken to that grant introduction page. I'd like to point out a couple of things on this page.

You will see two links - one, to save your work and come back later, and one, where you can view or print your application. These links will be on every section of the grant application, so you're free to save and come back or print the application out at any time. On the right of your screen are the different sections of the application. You are free to go from section to section to add information. You don't have to fill the application out in the order on the screen. When you have completed a section, the circle to the right of that section will turn green. All sections must have green circles in order to submit your application. If there is something missing in one of the sections, that circle won't turn green and you will need to go back to that section and complete it. Once all sections have been completed, you will be able to submit

your application. And then congrats, you're done. So, this concludes our tutorial on how to access the grant application in GivingData. We are always here to answer questions.

We have an established email that you can send any and all questions to now, and that email is grantsmanager@weitzfamilyfoundation.org. Feel free to email us there with your questions and you'll receive a timely response. We'll also be providing a PDF document of these instructions with screenshots so you can access those and follow the instructions at your own pace. OK. Don't forget that we have virtual sessions in both July and August so that you can sign up for those. You can find those dates on our website. Feel free to email me at danielle@weitzfamilyfoundation.org to sign up for those. Here are those dates right here. We also have drop-in virtual office hours during the month of August. These are just a short pop-in with your program staff who can address questions specific to your organization. The links to these drop-in sessions are located on the website right here. And don't forget, applications are due by 5pm on Monday, August 28th. Thank you all so much for spending this time with me today and for the incredible work that you do in our community.

We look forward to receiving those applications. Bye for now.