

Tips for Using the Grants Module – Organization Account

1. Keep One Account for Your Organization

When applying for grants, please use a single account for your organization. Creating multiple accounts can lead to confusion and prevent you from accessing a complete history of applications, reports, and other important details. If you are new to the grants module and are unsure if there is an existing account, please reach out to your agency admin or contact CFWG.

2. Use an Organizational Email as the Primary Contact

To ensure continuity, we recommend using your organization's main email address as the primary contact email. This keeps all grant-related communications accessible even if staffing changes occur.

3. Appoint a Primary Account Holder

Assign one person as the primary account user who can view the organization's grant history and manage access. If any changes are needed regarding who should have access to the grant module, just let us know, and we'll be happy to make those updates.

4. Manage Users Easily

CFWG can add or remove additional team members as needed, allowing access to the grants module without requiring multiple accounts. This approach keeps everything organized and ensures continuity.

5. Stay Organized

Using a single, well-maintained account at the organizational level helps track important deadlines, access historical data, and streamline the application process each grant cycle.

6. Stay on Top of Deadlines

Remember to complete all grant requirements on time, including submission of agreements and final reports. Missing these deadlines could impact your eligibility for future funding rounds. Keeping everything up-to-date helps ensure your organization remains in good standing for upcoming grant opportunities.