

Portal User Guide

Creating an Account

Go to the Grant Application Portal and click [CREATE LOGIN ACCOUNT](#).

The screenshot shows the Grant Application Portal interface. On the left, there is a login section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below the login section, there is a link to 'Learn more about our Privacy & Security policies' and a 'New to the system?' section with a 'Create Login Account' button. On the right, there is a 'Submit an Application' section with a list of instructions: 'First-time applicants are required to create a login:', 'After you click **Create Login**, submit your name and email address to register as a new user.', 'Click the link from the email you receive to activate your account and set a password.', and 'Finalize your **Organization Profile** and **Contact Profile** to receive access to a grant application.'

After clicking [CREATE LOGIN ACCOUNT](#), organizations will select the category that describes the organization.

- If applying as a church without a 501(c)(3) status, they should use the **church registration** option.

The screenshot shows the 'Registration Options' page. It features a heading 'Registration Options' and a section 'I am applying as:' with three options: 'Non Profit Organization' (Click to register.), 'Church' (Click to register.), and 'Government/Public Sector Agency' (Click to register.).

The next step is to [SEARCH THE IRS DATABASE](#). If the organization is not listed in the IRS Database, an [ALTERNATE LINK](#) is provided.

Organization Information

i Instructions

Please follow these steps to complete the fields below. Required fields are marked with an asterisk "**"

1. Click the link below to search the IRS Database for your organization by EIN, name, and/or address
2. Select your organization to populate the Organization Information fields
3. Fill in your Contact Information and Submit

If your organization is not listed in the IRS Database, please click this link to complete a [New Organization or Church Registration Form](#).

*** Name**

*** Address**

Address 2

*** City**

*** State / Province**

*** Country**

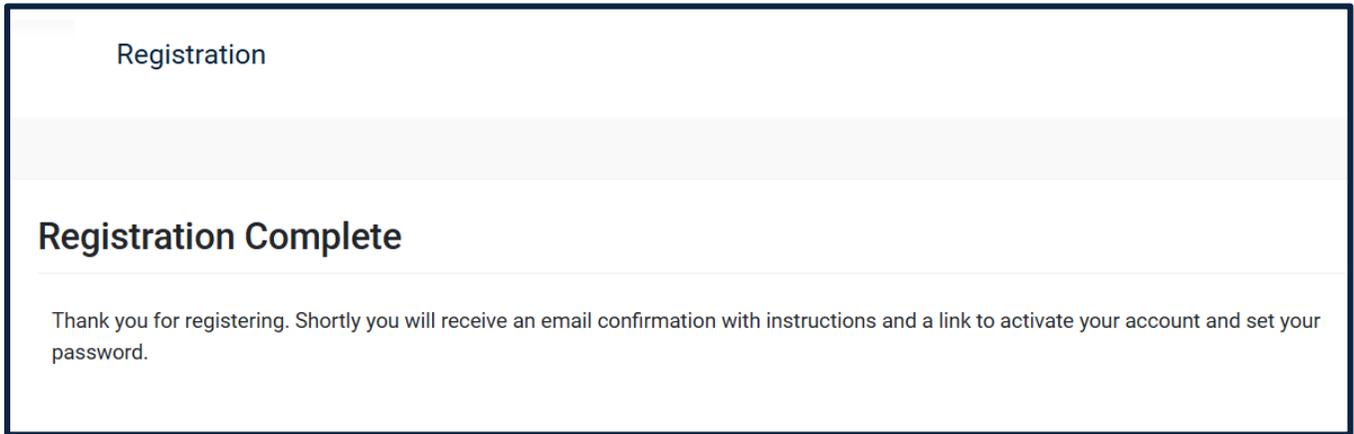
*** Zip Code**

EIN

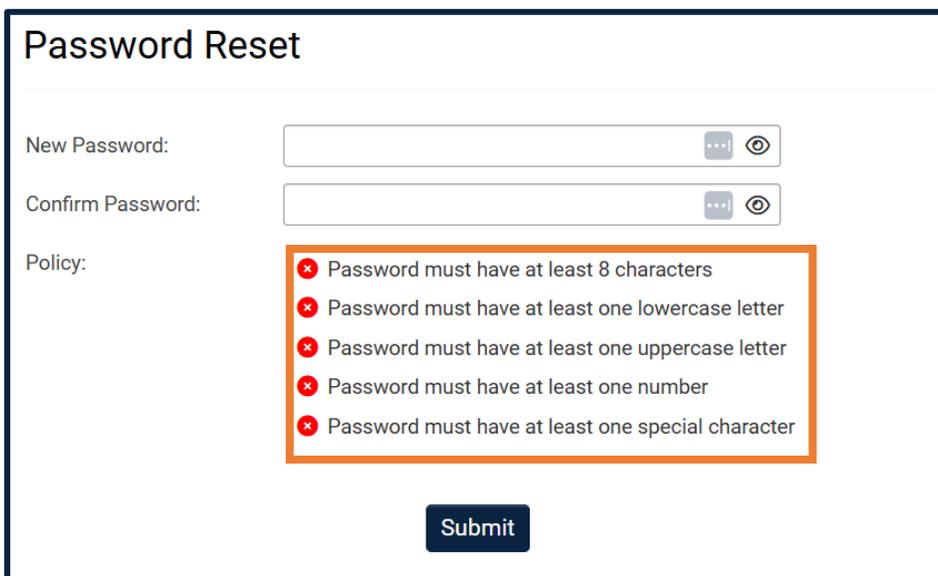
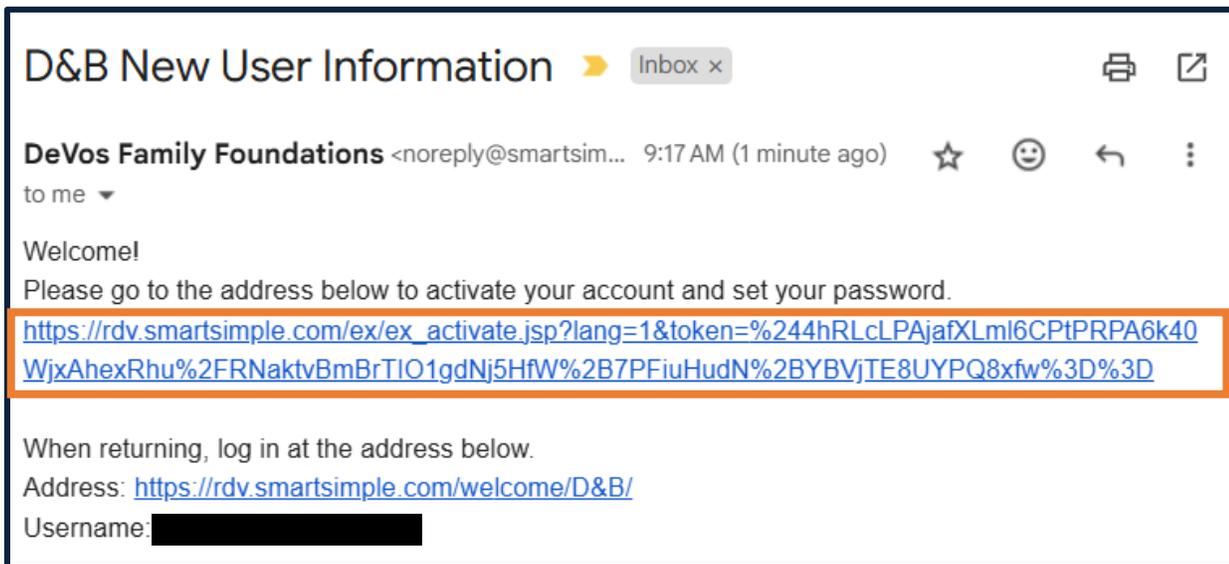
Origin

- The IRS Search allows searching by EIN or a part of the organization name.
- Matching results will appear and clicking on the organization will add the IRS information into the form.
- When contact information is complete, click [SUBMIT](#) to register as a new user.

Confirmation that registration is complete will appear on the screen.



An email from donotreply@smartsimple.com will provide a link to activate the account and create a password.



Multi-Factor Authentication

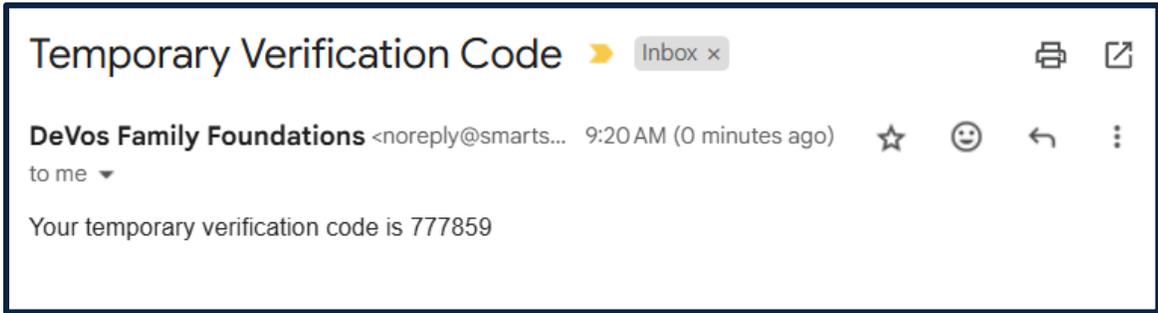
✓ Verification code sent by email to [REDACTED]. If you do not see the email, check your junk/spam folder.

[Resend Code by Email](#)

Verification Code:

Remember this device

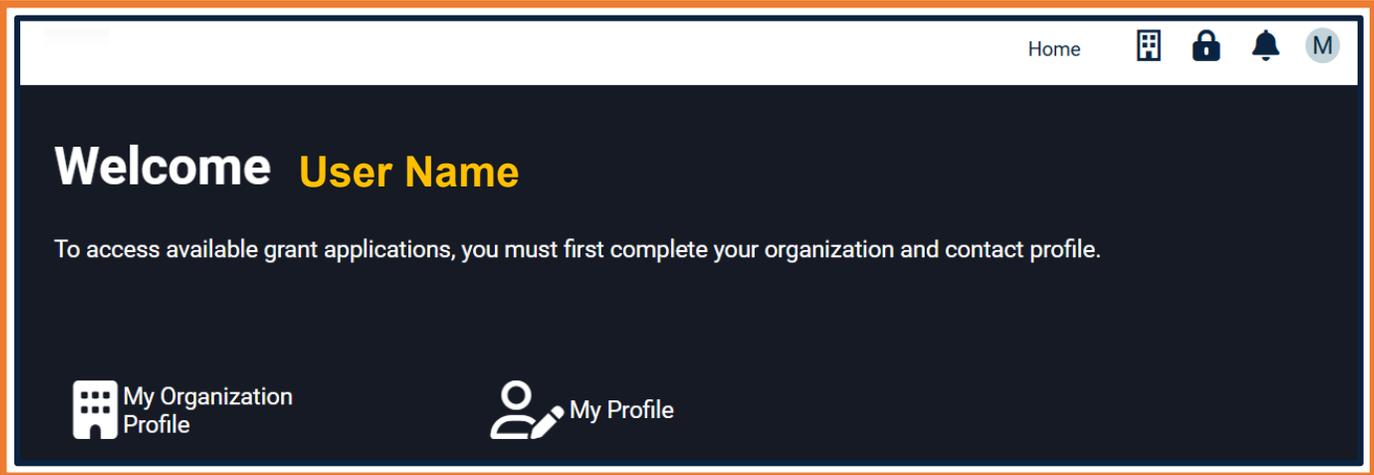
[Cancel](#) [Submit](#)



Part of the enrollment will ask users to accept the privacy policy. Which also includes how to contact us:

RDV Corporation
200 Monroe Ave NW
Grand Rapids MI 49505
Email: Support@dvfoundations.org
Phone: 616-454-4114

After clicking on “Accept,” you will be taken to the **HOME SCREEN**



Complete the Contact Profile and Organization Profile to Access Applications

Complete the information on the **Contact Profile** and the **Organization Profile**. (Note: The organization profile has two tabs.)

Contact Profile:

- The **highlighted** boxes will be auto-populated.
- Fill in any additional information and click **COMPLETE PROFILE**.

The screenshot shows a web application interface for editing a contact profile. The top navigation bar includes 'Home', a grid icon, a lock icon, a bell icon, and a user profile icon 'M'. A sidebar on the left has 'Main' and 'Opportunities' options. The main content area is titled 'DETAILS' and contains the following fields:

- Prefix:
- * First Name: (highlighted)
- Middle Name:
- * Last Name: (highlighted)
- Suffix:
- Preferred Name:
- Professional Credentials: (with a help icon)
- * Primary Email: (highlighted)
- Other Email Addresses:
- * Primary Address: (highlighted)
- Address Book: (with a help icon)
- * Primary Phone:
- Extension:
- Additional Phone Numbers:

On the right, a 'JUMP TO' sidebar is open, showing 'Additional Information' as the selected option. At the bottom of the form, there are three buttons: 'Save Draft', 'Save Draft', and 'Complete Profile' (which is highlighted with an orange border).

Back on the Home screen, click on “My Organization Profile”.

Organization Profile:

- The **highlighted** boxes will be auto-populated
- Fill in any additional information and click **SAVE DRAFT**
- Click on **ADDITIONAL INFORMATION**

Home [Grid] [Lock] [Bell] [M]

View New Actions Logs

Main [Yellow Bar] [Next] [Info]

DETAILS **ADDITIONAL INFORMATION**

* Name: [Yellow Bar]

* Primary Address: [Yellow Bar]
[Address Book](#)
?

* Primary Phone: [Text Box]

Extension: [Text Box]

Additional Phone Numbers: [Phone Icon] Open

Website: [Text Box] ?

EIN: 261951302

NEXT >

Save Draft Save Draft Complete Profile

Organization Leader:

- Start typing in the name of the organization leader. Click on the name when it appears below the search box. If no name is found, click on **NEW** at the top left corner.

Home [Grid] [Lock] [Bell] [M]

View **New** Actions Logs

Main [Yellow Bar] [Next] [Info]

DETAILS **ADDITIONAL INFORMATION**

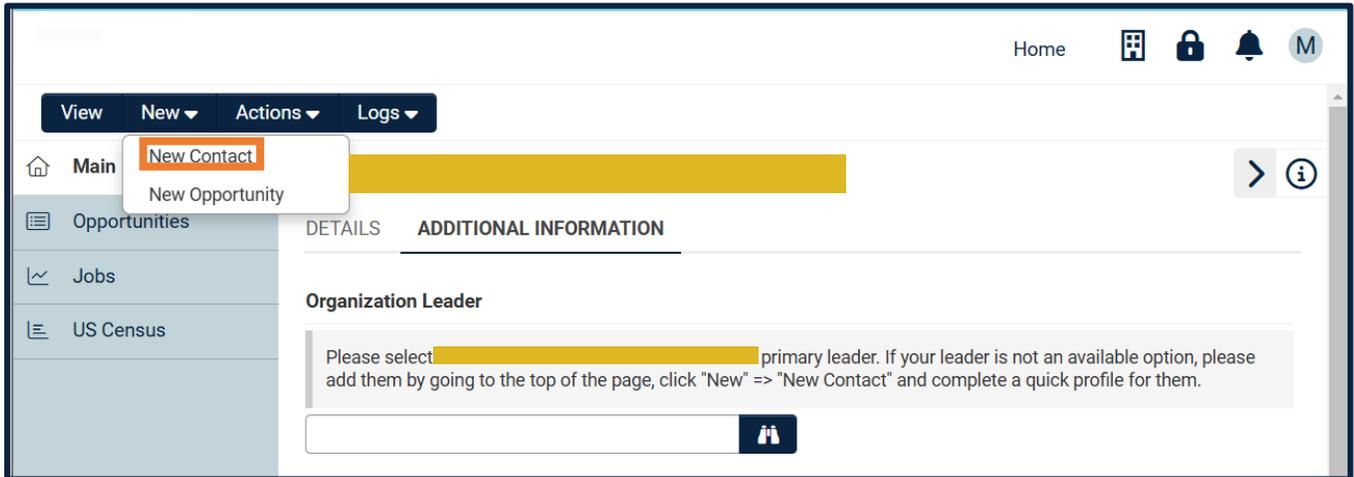
Organization Leader

Please select [Yellow Bar] primary leader. If your leader is not an available option, please add them by going to the top of the page, click "New" => "New Contact" and complete a quick profile for them.

joe! [Binoculars]

Organization Leader (cont.):

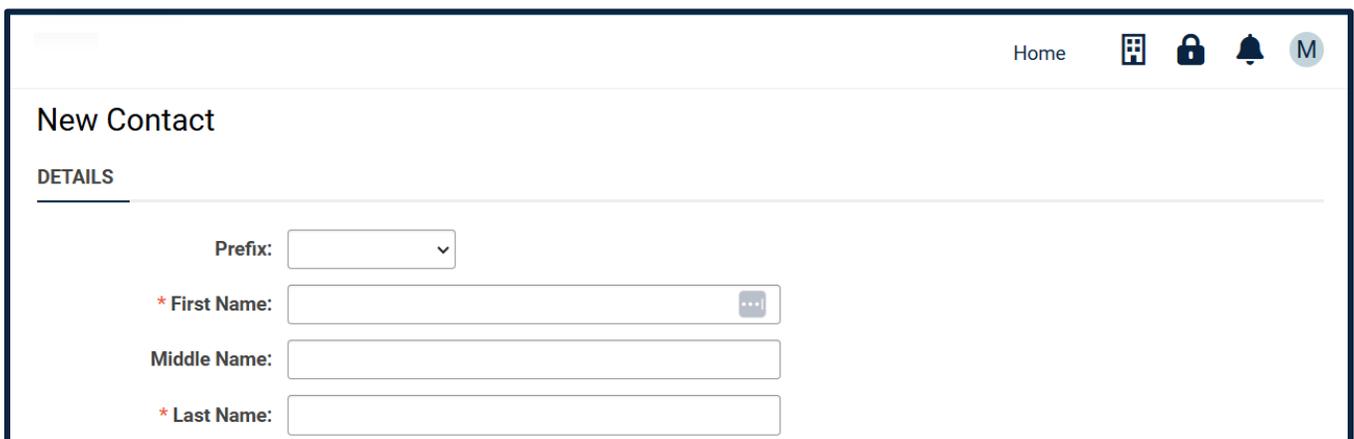
- Click on **NEW CONTACT**



- Click on **NEW ORGANIZATION LEADER**



- Enter required information and any additional information



- Click on Save and a new modal window will open.
- Verify information is correct and click on **COMPLETE PROFILE**
- The **highlighted** boxes will be auto-populated

Home [Grid Icon] [Lock Icon] [Bell Icon] [M]

Main [Yellow Bar]

Opportunities

DETAILS

Prefix: [Dropdown]

* First Name: [Yellow Bar] [More Icon]

Middle Name: [Text Field]

* Last Name: [Yellow Bar]

Suffix: [Dropdown]

Professional Credentials: [Text Field] [Help Icon]

* Primary Email: [Yellow Bar]

Other Email Addresses: [Envelope Icon] Open

* Primary Address: [Yellow Bar]
Address Book [Help Icon]

* Primary Phone: 123-456-7890

Additional Phone Numbers: [Phone Icon] Open

Birth Date: mm/dd/yyyy [Calendar Icon]

Save Draft Save Draft **Complete Profile**

Organization Profile (cont.):

- Click on the **ADDITIONAL INFORMATION** tab

Home [Grid Icon] [Lock Icon] [Bell Icon] [M]

View New Actions Logs

Main [Yellow Bar] [Next Icon] [Info Icon]

Opportunities **ADDITIONAL INFORMATION**

Jobs

- Fill out all required information
- Attached all required documentation
- Click on **COMPLETE PROFILE**

Home [Grid Icon] [Lock Icon] [Bell Icon] [M]

View New Actions Logs

Main Opportunities Jobs US Census

DETAILS **ADDITIONAL INFORMATION**

Organization Leader

Please select [Redacted] primary leader. If your leader is not an available option, please add them by going to the top of the page, click "New" => "New Contact" and complete a quick profile for them.

[Redacted] [Add Person Icon]

Leader's Title

Please enter the title the leader holds at [Redacted]

[Redacted]

*** Mission Statement**

What is your organizations Mission Statement?

[Redacted]

*** Organization Purpose and Description**

What is the unique purpose of your organization? What gap does your organization fill? What role does your organization play in providing these services?

[Redacted]

350 words left

*** Primary Programs and Activities**

Please include one sentence description of each.

[Redacted]

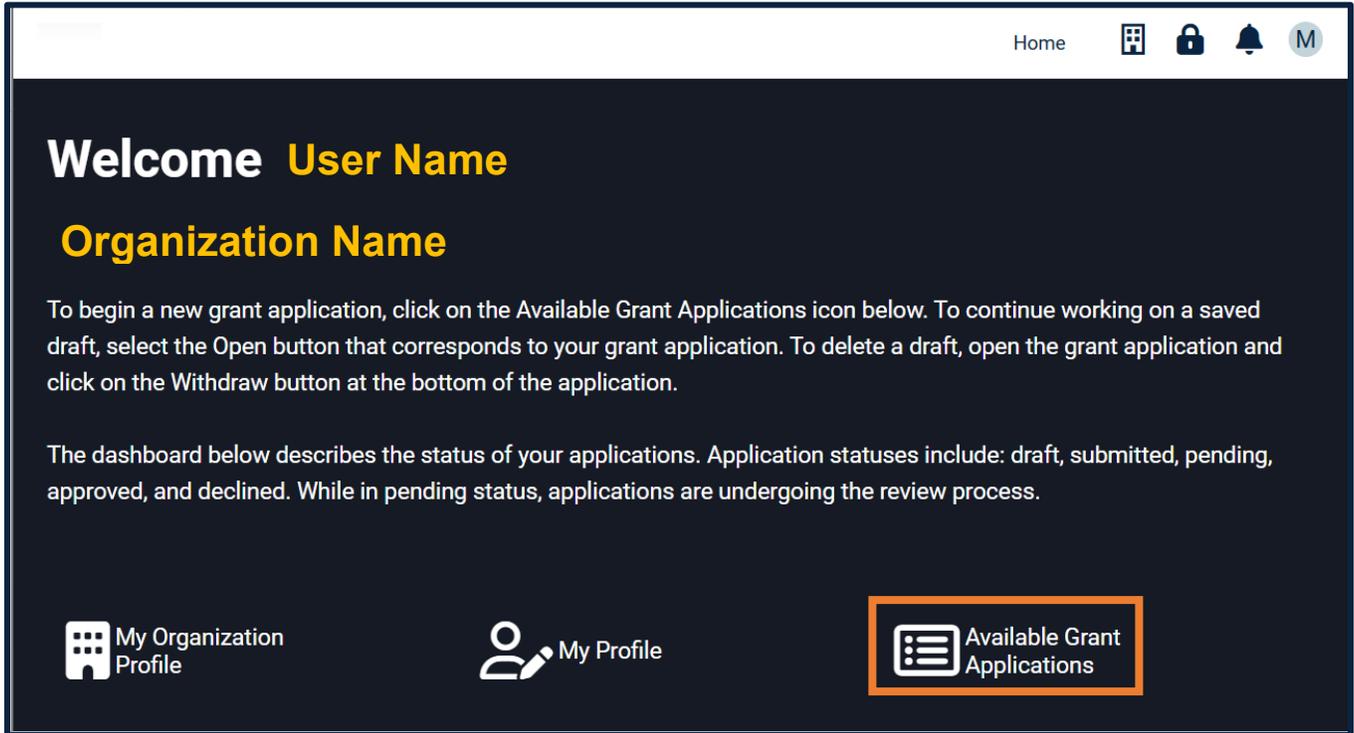
< BACK

Save Draft Save Draft **Complete Profile**

Once **both** profiles are complete, access to grant applications will open. The Dashboard area lists any pending applications and describes their status. Application statuses include draft, submitted, under review by trustees, approved, and declined.

Accessing the Applications

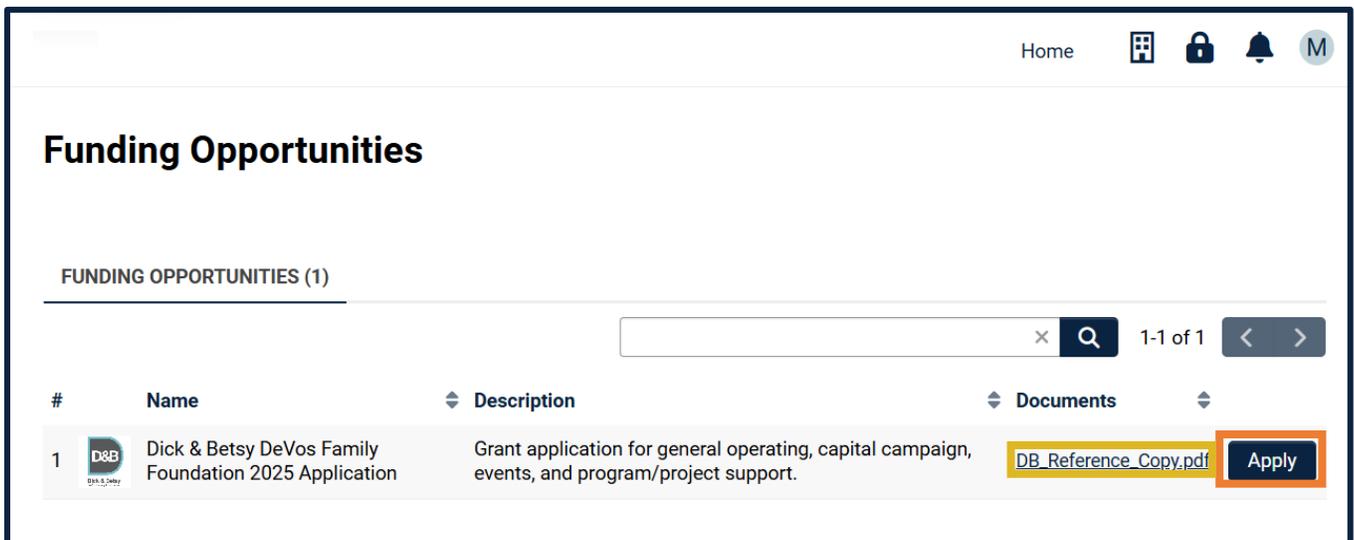
Click on **AVAILABLE GRANT APPLICATIONS**



The screenshot shows a user dashboard with a dark background. At the top right, there are navigation icons for Home, a grid, a lock, a bell, and a user profile 'M'. The main heading is 'Welcome User Name' followed by 'Organization Name'. Below this is a paragraph of instructions: 'To begin a new grant application, click on the Available Grant Applications icon below. To continue working on a saved draft, select the Open button that corresponds to your grant application. To delete a draft, open the grant application and click on the Withdraw button at the bottom of the application.' Another paragraph follows: 'The dashboard below describes the status of your applications. Application statuses include: draft, submitted, pending, approved, and declined. While in pending status, applications are undergoing the review process.' At the bottom, there are three navigation buttons: 'My Organization Profile' (with a building icon), 'My Profile' (with a person icon), and 'Available Grant Applications' (with a list icon and a red border).

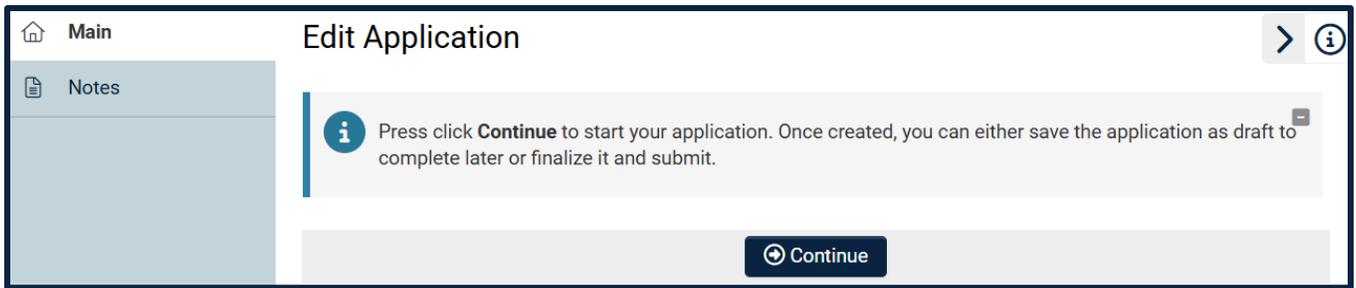
On the Funding Opportunities page, you will find all available applications.

- Each application will have a **REFERENCE COPY** for you to review. This is a PDF of the full application; you can see the required information.
- When ready to start the application process, click on **APPLY**

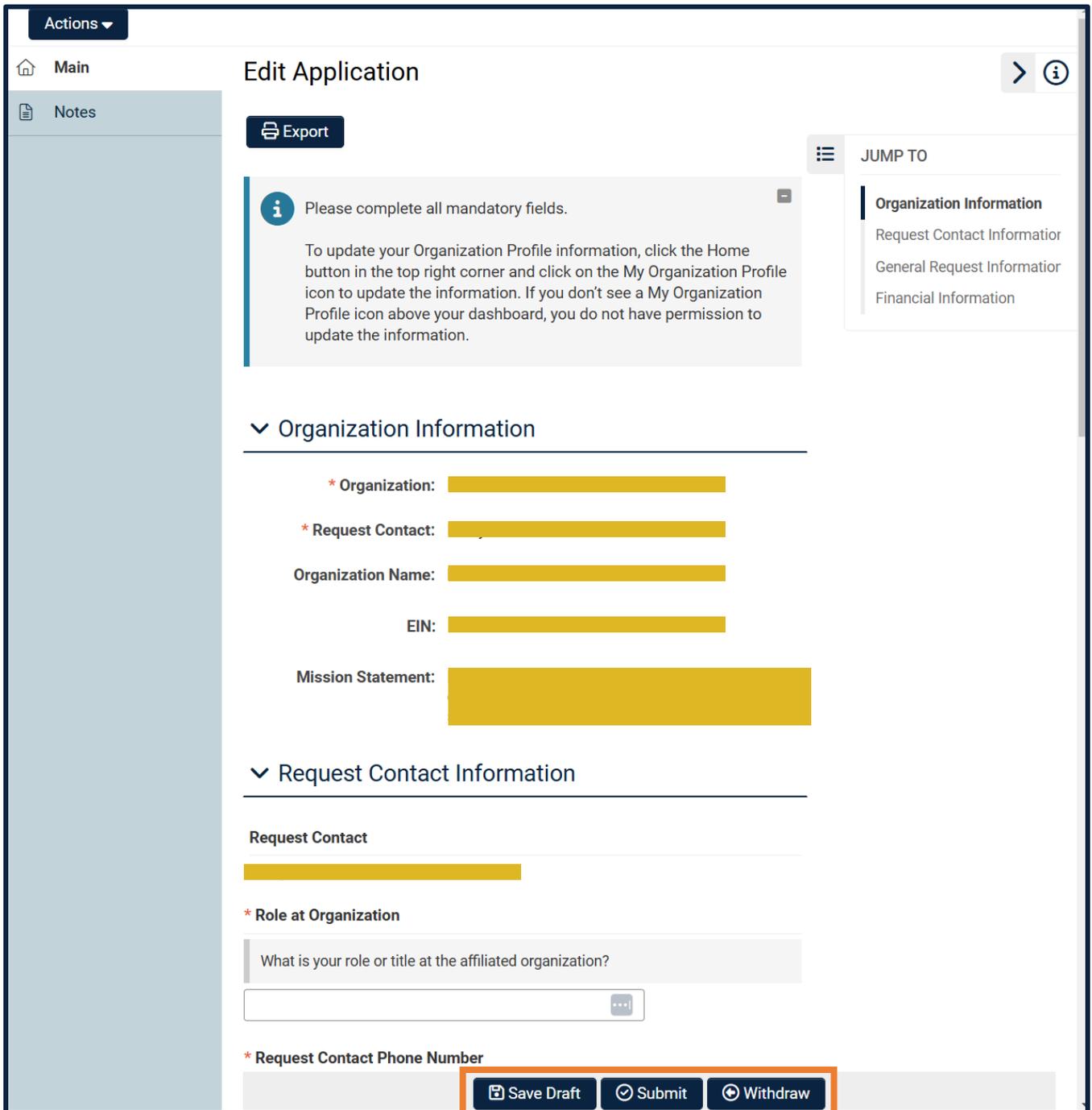


The screenshot shows the 'Funding Opportunities' page. At the top right, there are navigation icons for Home, a grid, a lock, a bell, and a user profile 'M'. The main heading is 'Funding Opportunities'. Below this is a sub-heading 'FUNDING OPPORTUNITIES (1)'. There is a search bar with a magnifying glass icon and '1-1 of 1' next to it. Below the search bar is a table with the following columns: '#', 'Name', 'Description', and 'Documents'. The table contains one row with the following data: '# 1', 'Name: Dick & Betsy DeVos Family Foundation 2025 Application', 'Description: Grant application for general operating, capital campaign, events, and program/project support.', and 'Documents: DB_Reference_Copy.pdf' (with a yellow highlight) and an 'Apply' button (with a red border).

- A new modal window will open: Edit Application
- Click on Continue



- Fill out all required information and attach all required supporting documentation.
- The highlighted areas are auto-populated



- You have the ability to save an application draft and work on it at another time.
- When all required information has been entered, click on **SUBMIT**
- You will receive a message after your application has been successfully submitted.
- Click on the **HOME** button

Submission Successful

Your application was successfully submitted and is currently being reviewed. You can view your final application and check its review status on your portal's home page by clicking below.

Home

- On the Home page, you will see your Pending application (or draft, if you click on the Save Draft button)
- You will also find any other applications that you have submitted previously.
- Note: these are only the applications submitted by the contact associated with your email address. You will not see all the applications tied to the organization.

My Organization Profile

My Profile

Available Grant Applications

Dashboard

< PENDING/DRAFT APPLICATIONS (1)
ACTIVE APPLICATIONS (0)
PAYMENT RECEIPT REQUIRED (0)
HISTORICAL APPROVED APP >

Q
1-1 of 1
< >

#	Organization	Entity	Request Name	Status	Date Submitted	Request Amount	Requested Type Of Support	
1	HOPE INTERNATIONAL SCHOOLS INC	Dick & Betsy DeVos Family Foundation	TEST - Please Delete	Pending	03/04/2025	\$10,000	General Operating	Open