

Grant Application Instructions

Access Grant Information and Application

Visit [our website](#) to find:

- our grant guidelines
- downloadable copy of our grant application
- link to our [grant application portal](#)

NOTE: We strongly recommend that you use the downloadable version of our grant application to prepare offline. Many applicants find it easier to write and edit grant application content in the Word document version, and then copy and paste content into the online application. The downloadable version of our grant application is always available, so you may choose to prepare in advance of an application acceptance period.

Create Account and Enter Portal

1. If you do not have an existing Blackbaud account, you will need to create an account. Click "Create account" at the bottom of the [portal login screen](#).
2. Select how you would like to create your account. Generally, we recommend signing up with your email address. To choose this option, click "Continue with Email."
3. Enter the confirmation number you receive.
4. Set your password and click "Sign up."
5. Log in to the Andersen Corporate Foundation [grant application portal](#).

Select Your Organization

1. Click "Start new application."
2. Search for your organization, using the legal name or EIN tax ID number. (Organizations are pulled from Blackbaud's NPOconnect database. Learn more [here](#).)
3. If your organization appears, choose it and click "Select."
4. If your organization does not appear, click "Add organization" to manually enter your organization's information. Once you've entered your organization's information, click "Submit and continue."

Eligibility Quiz

1. Answer the eligibility quiz questions and click "Submit."
2. If your responses indicate that your request is eligible for our grant program, you will advance to the grant application.
3. If your responses indicate that your request is not eligible, you will not advance to the grant application. If you answered the eligibility questions incorrectly, click "Start over." If you have questions about your request's eligibility, contact ACF@andersencorp.com.

Prepare and Submit Application

1. Prepare your application. Fill out all required fields, following any word limits or instructions noted. Your application will auto-save as you work.
2. If you are not ready to submit your application, ensure that your work has been auto-saved by looking for the orange "Saved" icon, and close the application portal.
3. When you have finished your application, click "Submit." You cannot undo this action. You will receive a submission confirmation email.

NOTE: If you would like to add a collaborator to access and help prepare your application, click "Manage applicants" in the "Applicant Information" section.

Requirement Instructions

For each grant awarded by the Andersen Corporate Foundation, two requirements are assigned:

1. a grant acknowledgement letter
2. a final grant report

Both reports must be submitted electronically, through the Andersen Corporate Foundation's grant application portal.

Grant Acknowledgement Letter

The grant acknowledgment letter is generally due 30 days after notification that a grant has been awarded. The letter can be submitted in any format (many grantees have an existing standard donor acknowledgement letter) as long as it contains language complying with IRS regulations, including stating the total amount of the grant awarded and stating that no goods or services were provided in exchange for the grant.

Final Grant Report

The final grant report is generally due 30 days after the end of the grant period (as entered by the grantee in the grant application). This report is intended to provide an update on the work outlined in the grant application. If you have questions about requirements assigned to your organization, contact ACF@andersencorp.com.

Final report questions consist of:

1. Describe the progress and results of your work. What went well? What was a challenge? What (if anything) do you plan to change for future work?
2. What outcomes and impact were achieved by the project? Feel free to include any metrics of success you use to track your progress.
3. Is there any other information you would like to share about the project?

As a grantee, you will receive emails notifying you of assigned requirements and containing links and instructions for accessing and completing the requirements. You can also access your assigned requirements visiting [our website](#) where you will find a link to "[submit reports by accessing the grant application portal](#)."

Access, Prepare, and Submit Requirements

1. Log in to your grant application portal account [here](#).
2. Navigate to your application to the Andersen Corporate Foundation.
3. Click the link for “Acknowledgement Letter” or “Andersen Corporate Foundation Progress Report” as appropriate.
4. Enter your responses and upload attachments. Your application will auto-save as you work.
5. If you are not ready to submit your requirement, ensure that your work has been auto-saved by looking for the orange “Saved” icon, and close the application portal.
6. When you have finished your requirement, click “Submit.” You cannot undo this action.