

Applying for a Grant: A User Guide

Link to online application portal: <https://hunt.iphiview.com/hunt>

Step 1: Click on the above link or type the portal website in your browser. Select “Grant Applicants” at the top of the screen. This will bring you to our grantmaking home page.

Step 2: Select either “Register Now” or “Log in” in the middle of the screen



Step 3: If you are a new Grant Administrator, click Register Now and complete the information and click submit. *Already registered? Click log in and skip to Step 5*

Become a Registered Grantee

To begin, you must first create an account for yourself as a grant or be taken to a screen to register your organization.

First Name:

Last Name:

Email address:
Your email address will be your username for login.

Re-enter email address:

Important: an email will be sent with a link to authenticate your email address and complete your registration.

Step 4: Once you are registered as a Grant Administrator, you can search for your organization. If your organization is not found, select “Add Grantee Organization” to register your organization.

Search Organizations

Charity Name:

Pre-approved charities only

Organization Results:

Organization Name	Address	Tax ID	Add Myself as Grant Admin
No records to display.			

- If your organization is found. Select the link to add yourself as a grant administrator.

Organization Results:

Organization Name	Address	Tax ID	Add Myself as Grant Admin
Mary Jane Test	101 Main Street Anywhere, OH 49444		Add Myself as Grant Admin

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Step 5: Select “Apply for a Grant” and answer the pre-qualifying questions to find available grants.

Prequalifying Questions

Is this organization a registered 501(c)(3)?

Does your project or program serve one of the following areas of interest?

Does your project or program serve any of the following populations?

Does your project or program benefit endowments, policies or individuals?

Does your project or program serve the residents of Summit County, Ohio?

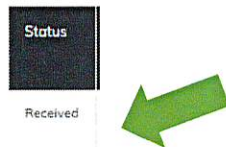
Which state is the organization located?

Step 6: Select an available grant and Select Section 1 to begin the application.

Step 7: Complete all required sections of the application and upload any required supporting documents. Once all requirements are met, a Sign & Submit button will become available.



Please note: after you click Sign & Submit, you can verify your application has been submitted by selecting Application History & Status. Your submitted application’s status will read “received”. You will also receive an email from donotreply@donor-web.org.



At any time, you may log into the portal and check your application’s status.

<i>In Progress:</i>	<i>Still completing your application, has not been submitted for review</i>
<i>Received:</i>	<i>Application is completed and submitted for review</i>
<i>Approved:</i>	<i>Application has been approved for a grant</i>
<i>Needs Attention:</i>	<i>Application is pending and needs further information</i>
<i>Denied:</i>	<i>Application has been denied for a grant</i>
<i>Paid:</i>	<i>Approved grant has been paid</i>

If you would like to apply for more than one grant, please return to Step 5.