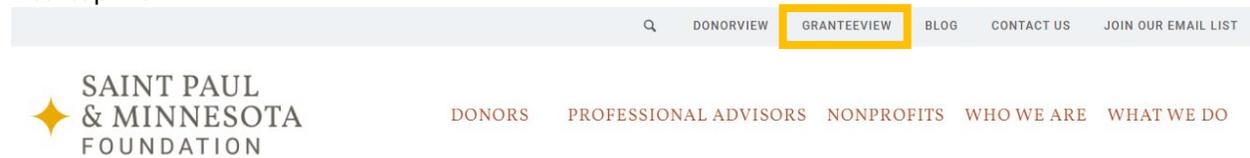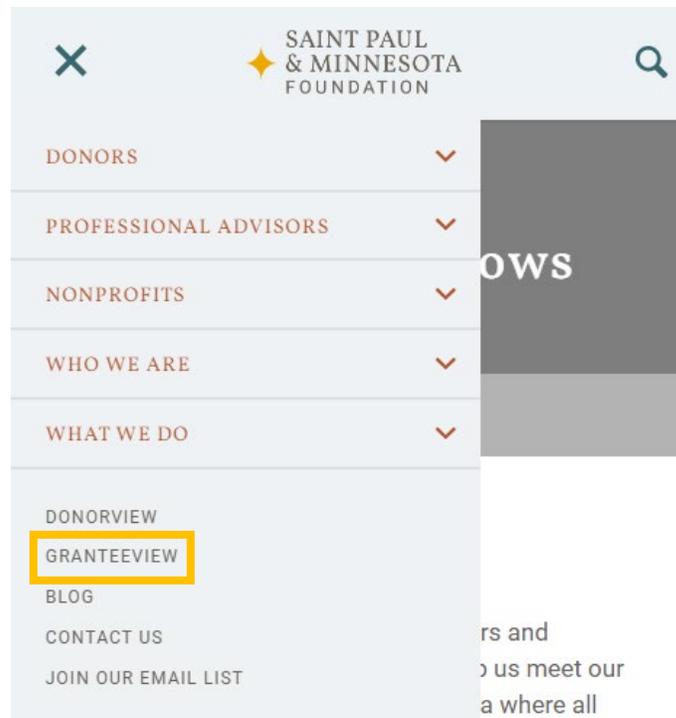# How to Register for GranteeView

1. Visit the Saint Paul & Minnesota Foundation's homepage at spmcf.org.

2. Select **GranteeView** in the top navigation.

Desktop View:

Mobile View:

3. Select **Register Now** on the GranteeView landing page.

Welcome to GranteeView

GranteeView is the grant application portal for the Saint Paul & Minnesota Foundation, F. R. Bigelow Foundation and Mardag Foundation. As a registered grant administrator, you can apply for a grant online, track application status, view payment history and more.

- If you are already a registered grant administrator with the Foundation, please log in.
- If you are a new grantseeker for the Saint Paul & Minnesota Foundation Building Community Capacity grants, Management Improvement Fund, Mardag Foundation or F. R. Bigelow Foundation, please register now to begin the application process.
- If you are a case worker applying for a Community Sharing Fund grant on someone's behalf, visit the Community Sharing Fund page.
- If you are applying for the Duke Assistance Fund, visit the Duke Assistance Fund page.
- For technical support or questions regarding accessing GranteeView, please contact grantsadmin@spmcf.org.

You may find links to view grant guidelines for each of our grant programs and contact our team on our Resources for Nonprofits page.

4. To register, enter your **First Name**, **Last Name** and **Email Address.**

Note: Your organization may have multiple registered grant administrators. Each person in your organization must create their own account to access GranteeView. Please do not share accounts.

Technical Support: If you have any difficulty registering for GranteeView or need additional technical support, please contact grantsadmin@spmcf.org.

5. Confirm your email address by re-entering it and then selecting **Submit.**

If you are already a registered grant administrator, please log in.

View grant guidelines for each of our grant programs and contact our team on our Resources for Nonprofits page.

Required fields are denoted by an asterisk (*)

First Name:*

Last Name:*

Email address:*

Your email address will be your username for login.

Re-enter email address:*

SUBMIT

6. To continue your registration, check your email address for a registration link.

7. Select the link in the email to continue the registration process. If you are not able to select the link, copy and paste the link into your browser.

Note: If you do not receive an email, contact us at grantsadmin@spmcf.org.

8. The link will redirect you to GranteeView and allow you to continue your registration. Double check that your **First Name**, **Last Name** and **Username** are correct.

Note: Username is the same as your email address.

9. Enter your **password** and then confirm your **password** by re-entering it.

10. Add your organization's **address**, **city**, **state** and **postal code**.

11. Add your phone number and cell phone number. Select whether you'd like to receive a **Text Message** or **Call** notification.

Note: A phone number is required for two-factor authentication. You may choose to receive a phone call or text message for verification. If the number you enter does not allow text messages, like a land line, you will need to select Call.

12. Select **Submit**.

13. Enter the security code you receive via text or a phone call.
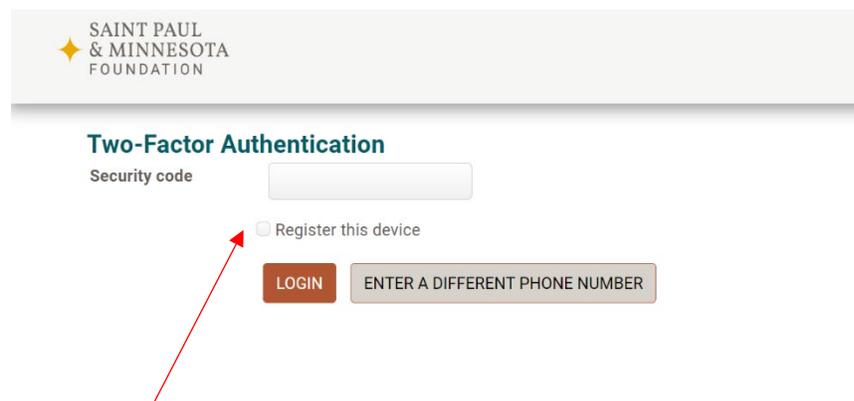
14. Check the box to **Register this device** so you do not have to complete two-factor authentication in the future. If you do not check this box, you will need to utilize two-factor authentication upon each log in.

15. Select **Log In**.

16. To complete your registration, connect to your organization. Use the **search** feature to find your organization. Select the **Add Myself as Grant Administrator** button to become a grant administrator for your organization.

Note: If you belong to an organization with multiple chapters or locations, we recommend searching using your EIN number to confirm whether your specific chapter is already in our system.

Search Organizations

Organization Name: [   ]

☐ Search pre-approved organizations only

Organization Results:

Organization Name	Address	Tax ID	Add Myself as Grant Administrator
1 for Humanity	4118 Scott Avenue North Minneapolis, MN 55422	263664326	Add Myself as Grant Administrator
113	1780 North Snelling Avenue Falcon Heights, MN 55113	813274113	Add Myself as Grant Administrator
125 LIVE	125 Elton Hills Drive Northwest Rochester, MN 55901		Add Myself as Grant Administrator
12th Street Youth Project	555 West First Street Manistee, MI 49660	454756059	Add Myself as Grant Administrator
180 Degrees Inc	236 Clifton Avenue South Saint Paul, MN 55403-3466	237153536	Add Myself as Grant Administrator
1997 Trust of Frederick T. Weyerhaeuser	c/o Fiduciary Councelling, Inc. 30 East Seventh Street, Suite 2000 Saint Paul, MN 55101		Add Myself as Grant Administrator
1Sky Education Fund	6930 Carroll Avenue, Suite 1000 Takoma Park, MD 20912	261150699	Add Myself as Grant Administrator
1st Way Pregnancy Support Center of Missoula Inc	P.O. Box 8083 Missoula, MT 59802	810485750	Add Myself as Grant Administrator
20 Theatre Company Twin Cities	4025 Cedar Avenue South Minneapolis, MN 55407	800288953	Add Myself as Grant Administrator
21 Roots Farm	10361 - 110th Street North Stillwater, MN 55082	833205736	Add Myself as Grant Administrator

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If you do not find your organization in our database, you may register the organization.

REGISTER NEW ORGANIZATION

17. If you are unable to find your organization in our database, select the **Register New Organization** button and complete the **Organization Information form**.

Organization Information
Required fields are denoted by an asterisk (*)

Organization's Legal Name:*	
EIN #:*	
Street:*	
City:*	
State:*	Minnesota
Zip Code:*	
Country:*	UNITED STATES OF AMERICA
Phone:*	
Email:	
Fax:	
Website:	

ADD MYSELF TO THIS ORGANIZATION PROFILE

18. After completing the Organization Information Form, select the **Add Myself to This Organization Profile** button.

After completing the steps above, you will be notified that your request to connect with the organization is pending. While your request is pending, you may begin a grant application. Once your connection has been confirmed, you will be able to access the full GranteeView, including submitting grant applications and viewing organization details.