GranteeView Instruction Guide

This guide will show you how to:
Create your account and register your organization

Click here to access GranteeView

For questions, email grants@florida.com
On the introduction page, click on “Register now to begin the Application Process” to create an account.

Or by hovering over “Grantees” and clicking on “Begin Registration”
When you click to begin registration, you will be brought to the screen below. Fill out the information for the individual who will be filling out the application, and click Submit.
After you click submit, you will see the screen below. It will prompt you to check your email for next steps.

This is the email you will receive. Follow the link that says “Click to Continue” to finish up your registration.
Clicking on the link in the email will bring you to this page to complete your registration. All fields with a bold header require that you fill it out.

Choose at least one of these challenge questions to help with your password if you ever need it!

Click “Submit” to continue!
Now, you have to add yourself as a Grant Admin to your organization. Type it in and click Search.

If you are an individual artist that applies for the City of Fort Myers Arts and Culture—Individual Artist Grant, you will need to “Add Grantee” Organization and see next page for instructions.
Creating your Account

For Arts and Culture Individual Artists ONLY

If you are an individual artist that applies for the City of Fort Myers Arts and Culture—Individual Artist Grant, please follow these instructions when creating your “organization”.

If you are the administrator for a nonprofit organization looking for all grant opportunities, please continue to the next page.

Add Grantee Organization

Please enter the following information about your organization.

Organization’s Legal Name: [Enter name]

EIN #: [Leave blank]

Address Type: Business

Address: [Enter address]

City: [Enter city]

State: Please select one

Zip Code: [Enter zip code]

Phone Number: [Enter phone number]

Website: www.mywebsite.org

Submit
Once you request to be a Grant Admin of an organization, you will need to wait for approval from the Southwest Florida Community Foundation. Please allow 4-5 business days for approval to come through. This is an important reminder to register well ahead of the due date for the grant cycle.

Once you are approved, you will receive an email (see below) letting you know that you can log back in and see your Grantee Dashboard.

Note: you can still apply for a grant cycle without being approved as a grant admin for the organization. However, if your status as grant admin is denied, your application will not be submitted.

Reply-To:  
To:  tester@testmail.com  
CC:  
Date:  04/10/2017 10:11:33  
Subject:  Grant Admin Approved

Dear Test,

You have been approved as a Grant Administrator for [Organization Name]

You can now login to the grantee dashboard and apply for a grant. Click here.

If you have any questions please email us at grants@floridacommunity.com.

Thank you,

Southwest Florida Community Foundation
After you have registered and have been approved as Grant Admin for your organization, you are able to log on to your Grantee Dashboard below.

Click here to begin applying for a grant.