

## Foundant Quick Guide

### Step 1:

Log on to <https://www.grantinterface.com/Home/Logon?urlkey=tcfmsl>

### Step 2:

An account has been established for each Committee Member. Select **FORGOT YOUR PASSWORD?** Login to your email. Click link. Create password you will remember. Return to Foundant login page. Login with email & new password.



## Logon Page

Email Address\*

Password\*

Log On

Create New Account

Forgot your Password?

Welcome to the The Community Foundation Martin - St. Lucie Grants Implementation's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

### Step 3:

After logging in, you'll be brought to the Dashboard page listing all Letters of Intent available to review.  
NOTE: You will only see LOIs that the Foundation has reviewed and considers complete.



## Dashboard

Evaluators:

If you would like to download an organization's Letter of Intent/Grant Application, please click on the Adobe icon to the left of each request line.

When you are ready to fill out an evaluation of the request, please select the red exclamation point to the right of each line. When you finish filling out an evaluation, please click "save". You will then be prompted to fill out your next evaluation. **Please note: There is no "submit" button** because you may change your evaluation answers up to the evaluation's closed period. You will know when you have finished your evaluations when the bar below the "Your Evaluations" tab is completely green. If you have any questions, please contact  Ellie at [Ellie@tcfmsl.org](mailto:Ellie@tcfmsl.org). Thank you!

### Your Evaluations 2

FORM	PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE
 Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Dog Shelter for Hurricane Evacuated Dogs	1
 Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Awesome Project for Impact 100 Martin	1

Step 4:

Once assigned an LOI to evaluate, please click the red exclamation point to the right of the list of available LOI to review and evaluate your assigned evaluations.

Organization's Letter of Intent/Grant Application, please click on the Adobe Icon to the left of each request line.

evaluation of the request, please select the red exclamation point to the right of each line. When you finish filling out an evaluation, please click "save". You will then be prompted to fill out your score. **It is no "submit" button** because you may change your evaluation answers up to the evaluation's closed period. You will know when you have finished your evaluations when the bar below is entirely green. If you have any questions, please contact Robin at [Robin@tcfmsl.org](mailto:Robin@tcfmsl.org) or Elle at [Elle@tcfmsl.org](mailto:Elle@tcfmsl.org). Thank you!

PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE
LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R A	Cartwright	Robin's Dog Shelter for Hurricane Evacuated Dogs	1
LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R A	Cartwright	Robin's Awesome Project for Impact 100 Martin	1

**Step 5:**

After clicking on the red exclamation point, a side-by-side screen will appear with the evaluation questions on the left and the LOI to scroll through and review on the right. To the right of View: LOI (on the right of the side-by-side screen), you will see an icon labeled LOI Packet.

*If you wish to download the packet and view as a pdf, you can do so by clicking on that icon.*

The screenshot displays a web application interface with a top navigation bar containing 'Contact Info', 'Request', '\$ Award Details', 'Documents 0', 'Comments 0', and 'GuideStar Charity Check'. Below the navigation bar, the 'Applicant' information is shown: Ms. R.A. Cartwright, robin.a.cartwright@gmail.com. To the right, the 'Organization' information is listed: TCFASL Test, 66-0024030, 772-288-3795, 851 SE Monterey Commons Boulevard, Stuart, FL 34996. The main content area is split into two columns. The left column, titled 'Evaluation on the left side.', contains 'Your Evaluation' with a 'Question Group' dropdown and three fields: 'Primary Organization Name' (Robin's Dog Shelter), 'Name of Program / Project' (Robin's Dog Shelter for Hurricane Evacuated Dogs), and 'Letter of Intent (LOI) Review Considerations:'. The right column, titled 'LOI on the right side.', contains 'View LOI' with a dropdown and the same three fields. A 'LOI Packet' icon is visible in the top right corner of the right column. At the bottom of the page, a confirmation message states 'Your Evaluation has been saved.' with a checkmark icon, and two buttons are present: 'Return to Dashboard' and 'Next Pending Evaluation'.

**Step 6:**

Upon answering the evaluation questions, click save at the bottom of the "Your Evaluation" screen. After you click SAVE, a prompt will ask you to RETURN TO DASHBOARD or NEXT PENDING EVALUATION until all are complete.

**Confirmation Page**

The confirmation page features a message box with a checkmark icon and the text 'Your Evaluation has been saved.' Below the message box are two buttons: 'Return to Dashboard' and 'Next Pending Evaluation'.

**Step 7:**

The progress bar displays the status of the evaluations: complete (still editable), in process (draft & editable), and not started (pending & editable).

The screenshot shows a window titled 'Your Evaluations' with a progress bar at the top indicating '1 Complete'. Below the progress bar is a search bar labeled 'Quick Search'. The main content area contains a table with the following columns: FORM, PROCESS, ORGANIZATION, APPLICANT FIRST NAME, APPLICANT LAST NAME, PROJECT, and SCORE. Two rows are visible, both with a score of 80% and a green checkmark icon in the SCORE column.

FORM	PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Dog Shelter for Hurricane Evacuated Dogs	80%
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Awesome Project for Impact 100 Martin	80%

**REMINDER:**

Even if you've completed an LOI, you can go back in to the LOI to make any changes or comments until the review period is closed by clicking the green ✓.

The screenshot shows a window titled 'Your Evaluations' with a progress bar at the top indicating '1 Complete'. Below the progress bar is a search bar labeled 'Quick Search'. The main content area contains a table with the same columns as the previous screenshot. Two rows are visible, both with a score of 100% and a green checkmark icon in the SCORE column. A red box highlights the '100%' score and the green checkmark icon in the second row.

FORM	PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Dog Shelter for Hurricane Evacuated Dogs	100%
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test	R.A.	Cartwright	Robin's Awesome Project for Impact 100 Martin	100%

**Step 8:**

Continue with your evaluation scoring until all evaluations are marked as complete.  
The Dashboard bar will be green once all evaluations are complete.

Your Evaluations <span>2</span>		Complete		Quick Search		2		X	
FORM	PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE			
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test R.A.	R.A.	Cartwright	Robin's Dog Shelter for Hurricane Evacuated Dogs	80%			
Evaluation - IMPACT 100 MARTIN	LIVE - IMPACT 100 MARTIN 2020 - LOI & APP 2019-2020	TCFMSL Test R.A.	R.A.	Cartwright	Robin's Awesome Project for Impact 100 Martin	100%			

Please call The Community Foundation Martin - St. Lucie  
at 772-288-3795 if you have any questions.



[Ellie@tcfmsl.org](mailto:Ellie@tcfmsl.org)

## Letter of Intent (LOI) Checklist & Review Tips

The following checklist and review tips create by The Community Foundation Martin-St. Lucie will be helpful as you read through the LOIs and determine how you'll evaluate each one.

*Important note: TCFMSL staff verifies that each applicant is a 501(c)(3) and is in good standing.*

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### Checklist

The proposed project/program detailed in the LOI:

- meets the Martin County specific geographic requirement
- does not include a prohibited expense [see *Grant Guidelines in Reference section of this guide and on the grants committee page of the Impact100 Martin website*]
- The LOI clearly describes and defines a need to be addressed or fulfilled by the proposed program/project
- The program/project detailed in the LOI has the elements of an impact program/project with proposed transformation of:
  - an organization's service delivery model
  - a service delivery system
  - a targeted area of need

The proposed program/project as described is:

- easy to understand and feasible
- has an outcome(s) that is/are quantifiable and measurable
- The LOI was well written and contained all the information requested in the LOI guidelines
- I would recommend inviting the proposed project/program to submit a full application