Guide to The Healing Trust Grantee Application Portal

Thank you for your interest in applying for a grant from The Healing Trust. This guide will walk you through accessing the application portal, creating an account, and submitting an application. If you need additional support, please email grants@healingtrust.org.

Navigate to the Grantee Portal

Navigate to the portal from our website by entering healingtrust.org into your browser, then selecting "Application Details and Deadlines."

Create an Account

All applicants must create an account. Please make note of your login credentials, as you will be able to save your work and return to the application later. Additionally, you can use your login credentials when submitting future applications.

Follow the prompts to enter your email address and activate your online portal account. After creating a password, you will be prompted to sign in with your new credentials.

If you forget your password, you can click the "Forgot your Password?" button and follow the prompts to reset your password. If you still have trouble logging in, email grants@healingtrust.org for help.

Move Through the Application

Click the "Next" button at the bottom of each page to move through the application. Click the tabs on the right-hand side of the screen to toggle between pages. A checkmark will appear on the tab when all required fields are complete. You may flag a page to return to before submitting by selecting "Flag This Step" at the bottom of any page. A flag icon will appear on the associated tab to the right of the screen.

You can view or print the entire application (including your responses) by selecting "View/Print Application" at the bottom of any page.

Save Your Progress

The portal will automatically save your work as you move through the application. Please note the system times out after 90 minutes if there is no activity. Click the "Save and Come Back Later" button at the bottom of any page prior to exiting the application if you are not ready to submit.
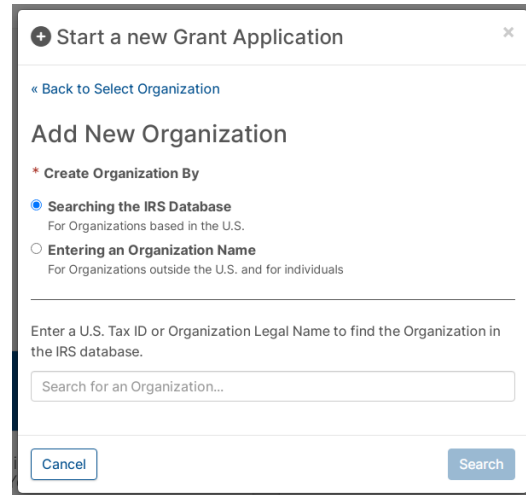
Complete Your Application

1. After logging in, you will be directed to the landing page for the grant application. Select **"Start a New Grant Application."**

2. Select **"Add New Organization"** and a pop-up window will appear.

   Select **"Searching the IRS Database."** This will allow your information to populate on the next page.

   Alternatively, you can enter your organization's information manually by selecting "Entering an Organization Name."

   Enter your Tax ID or organizational legal name in the search bar and select the correct organization. Then, select **"Start Grant Application."**

3. You will be directed to the "**Eligibility Requirements"** page. Please complete the quiz and select "Submit."

4. After successfully completing the quiz, you will be taken to the **"Introduction"** page. Please review the information and then, click **"Start Application."**

5. You will be directed to the **"Organization and Grant Information"** tab. Complete the required fields and click "Next."

   Your information will populate for organization name, mailing address, and tax ID fields, using data associated with your organization in the IRS database. Review for accuracy and make any changes, as needed.

6. Next, you will be directed to the **"Contacts"** tab. You will need to enter an application contact, organization primary contact, and media contact. For each, click "Select Contact" and the name of the person associated with the account will appear. If this is the contact you want to select, check the box next to the name. If this is not the contact you want to select, click "Add New Contact," and enter the required information. Click "Update." Then, check the box next to their name. *Please note there may be a bug with the contact form, and all fields for the address are required, even if they are not marked so on the application.*

   Once all required information is not entered, it will be marked incomplete with a red flag. Select the blue pencil next to the "Edit" button and complete all required fields.

Complete this process for all three contacts. You may enter the same person for multiple fields if applicable for your organization.

7. Complete the **"Narrative Questions"** tab. Some applicants find it helpful to type their responses in a word document and paste them into the application.

8. Complete the **"Financial Attachment"** tab. After choosing your financial year-end from the drop-down menu, additional fields will appear for required attachments.

   Add the attachments by choosing "Select File" or by dragging and dropping your fie into the blue box.

9. The **"Thank and Next Steps"** tab has one optional question. Please review the information on the page before submitting.

10. Click the "Submit" button at the bottom of the **"Review and Submit"** page to complete the submission process. You will have a final chance to review and edit your application prior to submission on the "Review and Submit" page. You cannot submit the application if any questions are flagged or are incomplete.

    An email confirming your submission will automatically be sent to the email address associated with your account.