IN SUPPORT OF:

Covenant Foundation | Covenant Health | Covenant Care | Covenant Living | Covenant Family Health

Reference Document

Covenant Foundation's Online Grant Application Portal

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Application Completion and Approval

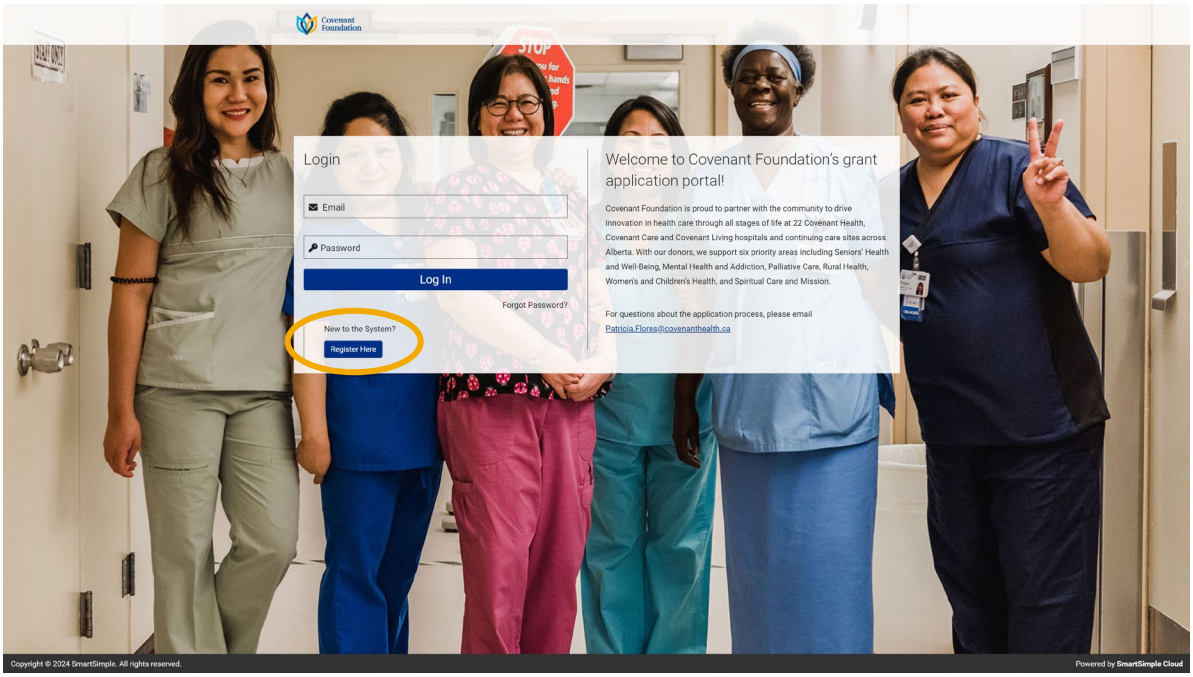
The individual completing the application does not need to be the project lead. Applications may be prepared by any individual authorized by the site or project team.

The application writer is responsible for reviewing and acknowledging all required statements/terms and conditions. These acknowledgements may be completed on behalf of the project team when the application writer has been authorized to do so.

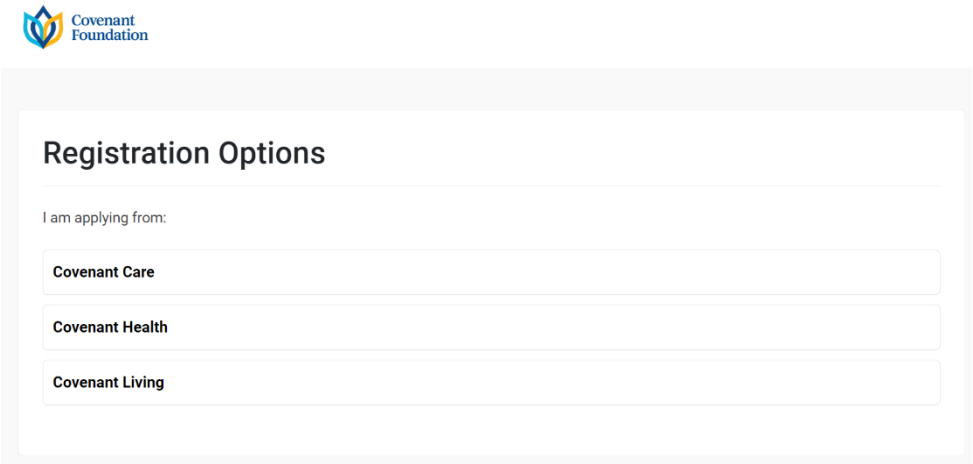
Final review and approval should be completed by an individual with signing authority for the site/project. This person should have the authority to commit the project team to the obligations outlined in the application and any resulting funding agreement.

How to Register as a New User

1. Navigate to the grant application portal and click the **Register Here** button.



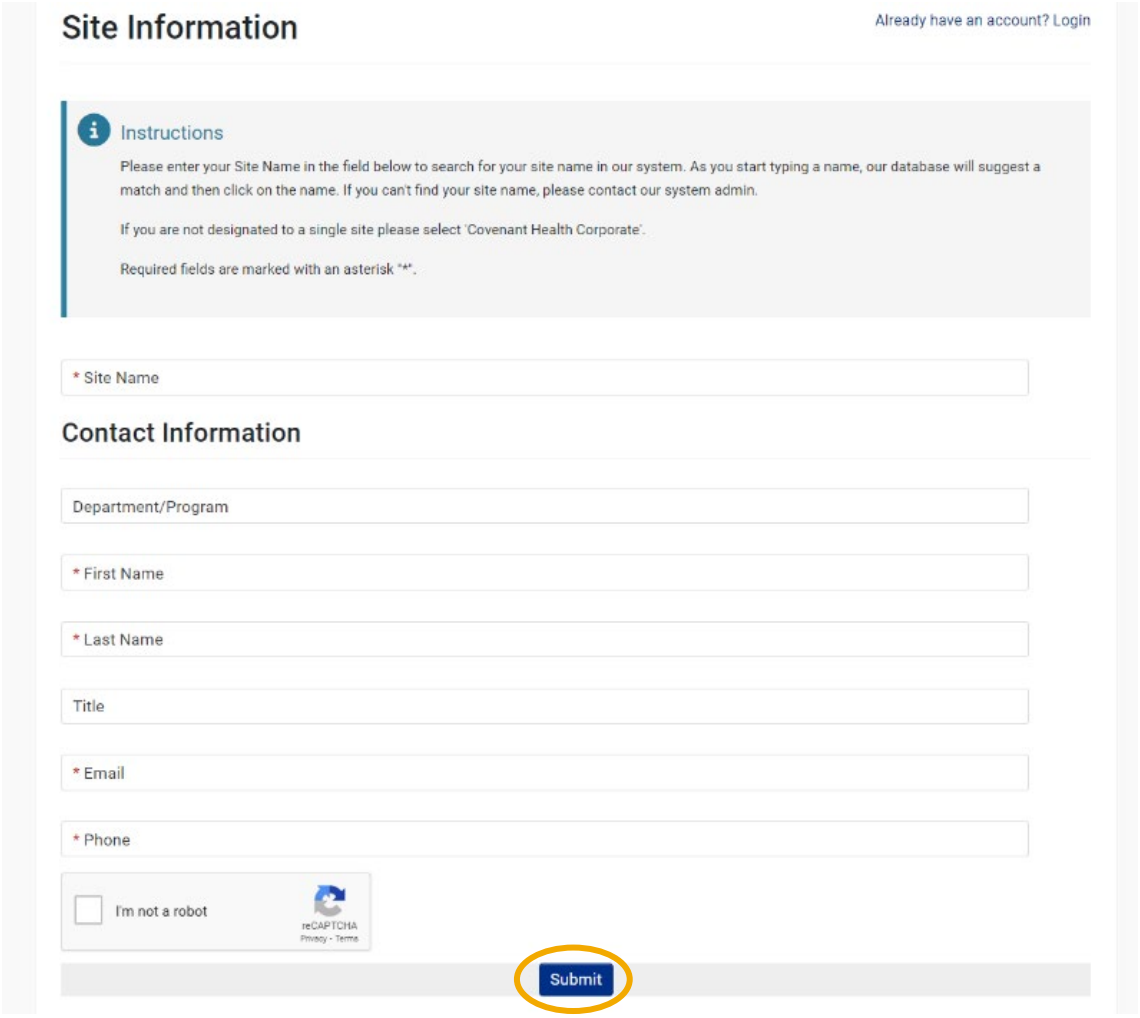
2. Select the Covenant organization that you are associated with.



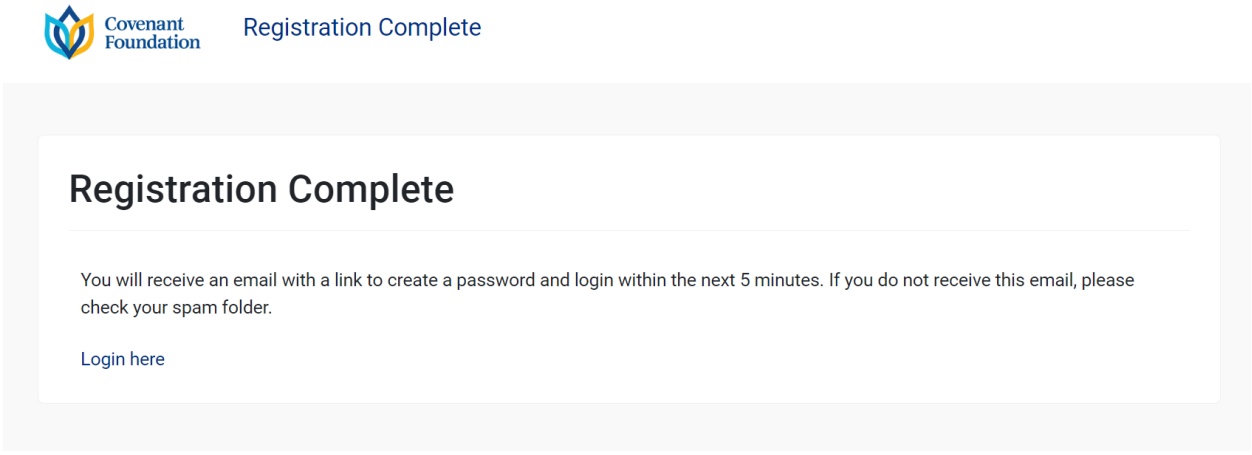
3. Complete the site and contact information as requested. All fields with a red asterisk are mandatory.

   Note: If you are not associated with a single site (i.e., you will be submitting applications for multiple sites), please select **Covenant Health Corporate**, **Covenant Care Corporate**, or **Covenant Living Corporate**.

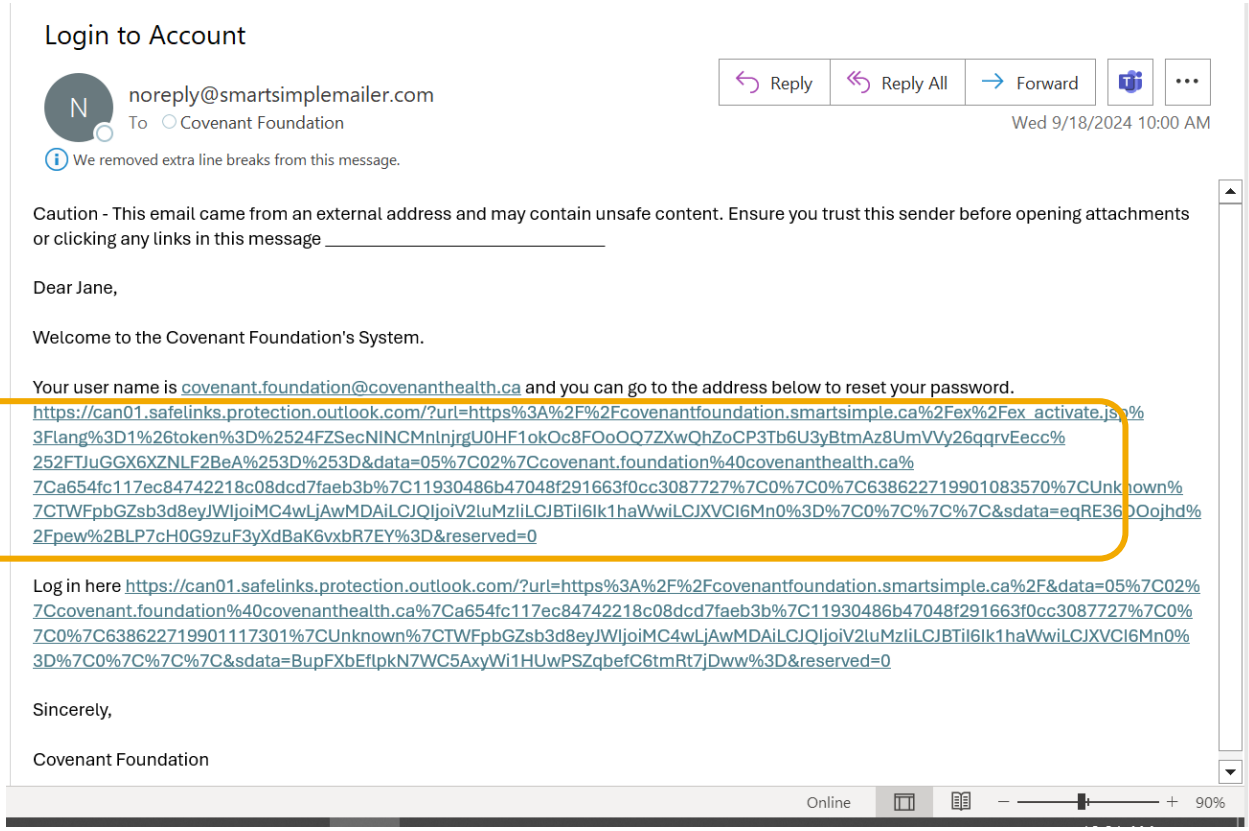
   Click the **Submit** button once you are done.



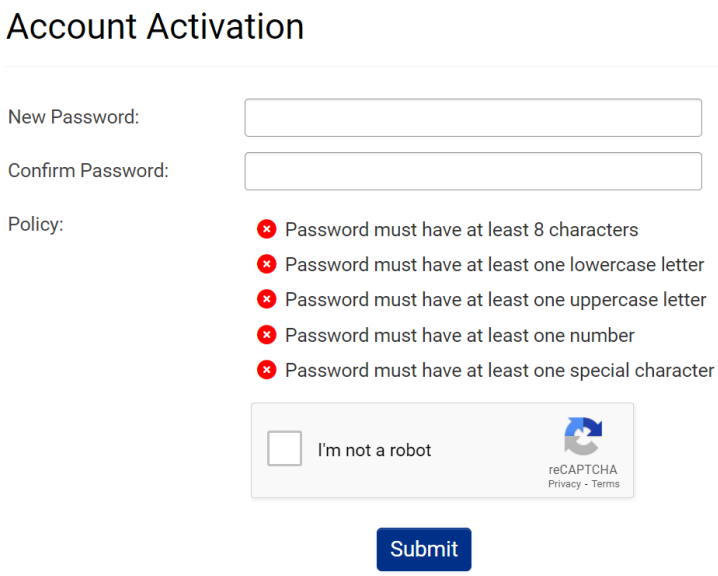
4. Registration has been completed. You will receive an email with a link to create a password and login.



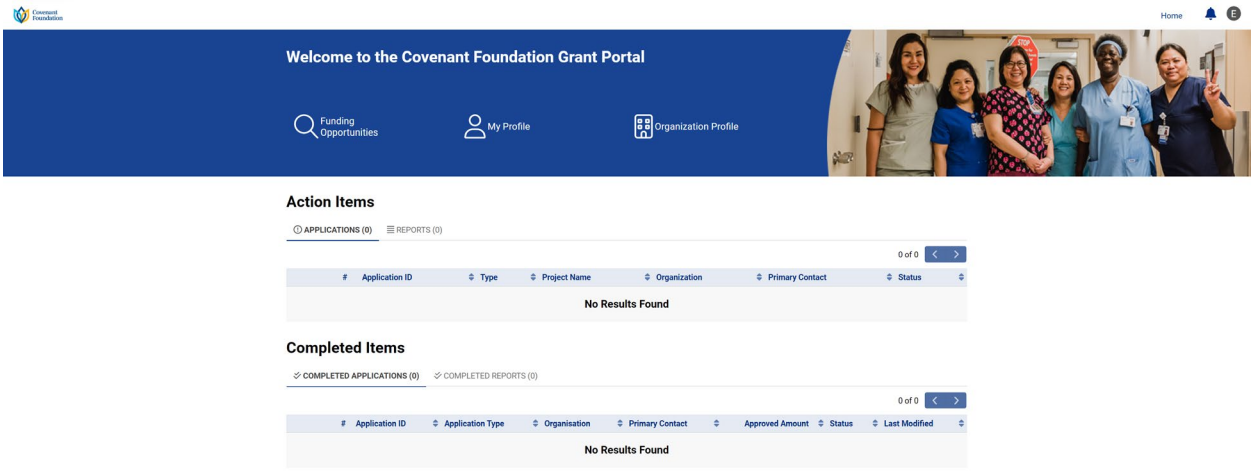
5. In the email you receive, click on the link circled below in the image to create your password and login.



6. You will be redirected to the screen below and prompted to create a password.



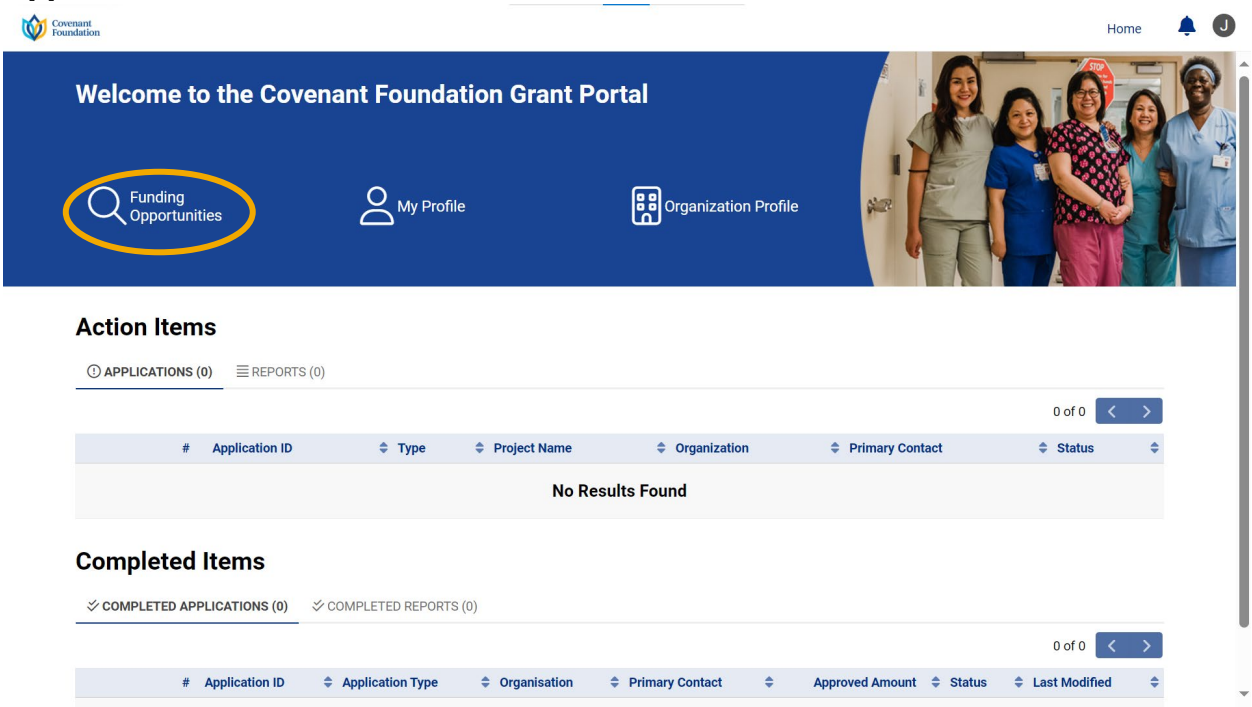
7. You have successfully created a new account! This is your Grant Portal homepage.



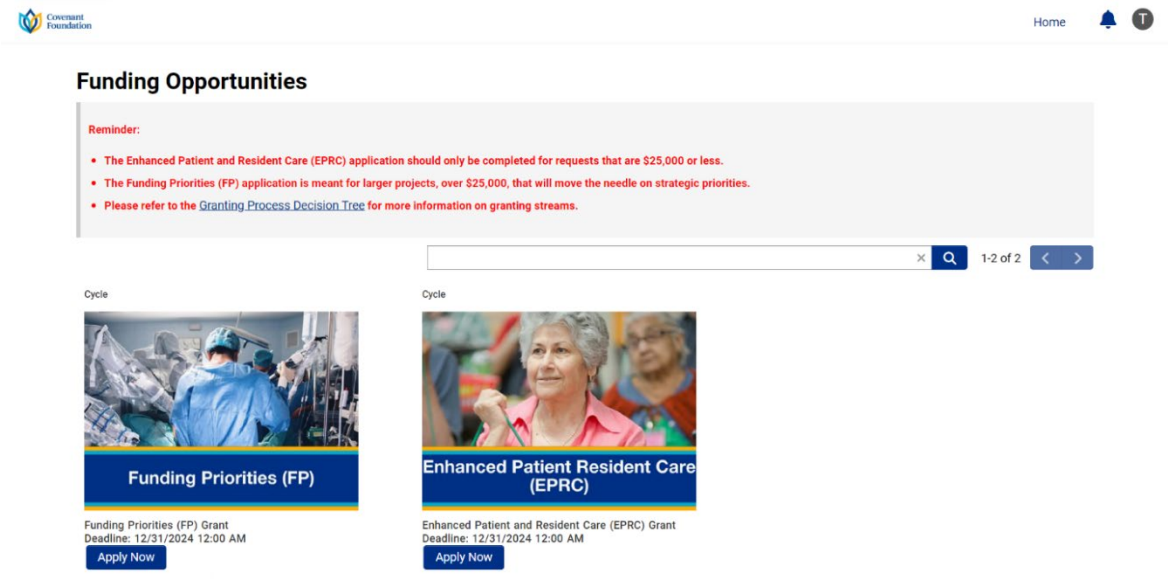
How to Complete and Submit a Grant Application

Starting A New Application

1. Navigate to the home page of the Grant Portal and click on the **Funding Opportunities** button.



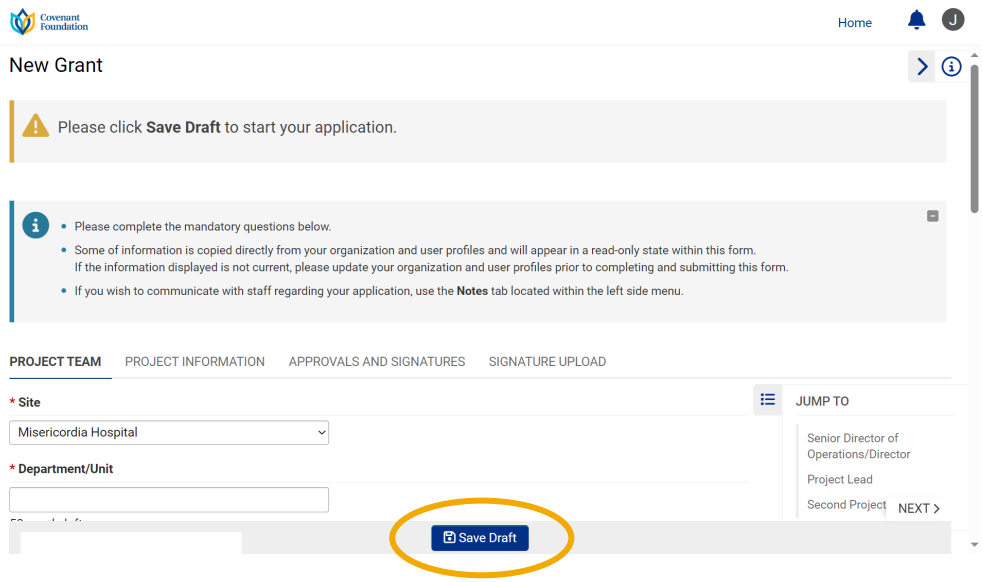
2. Select the funding stream that you would like to apply for.



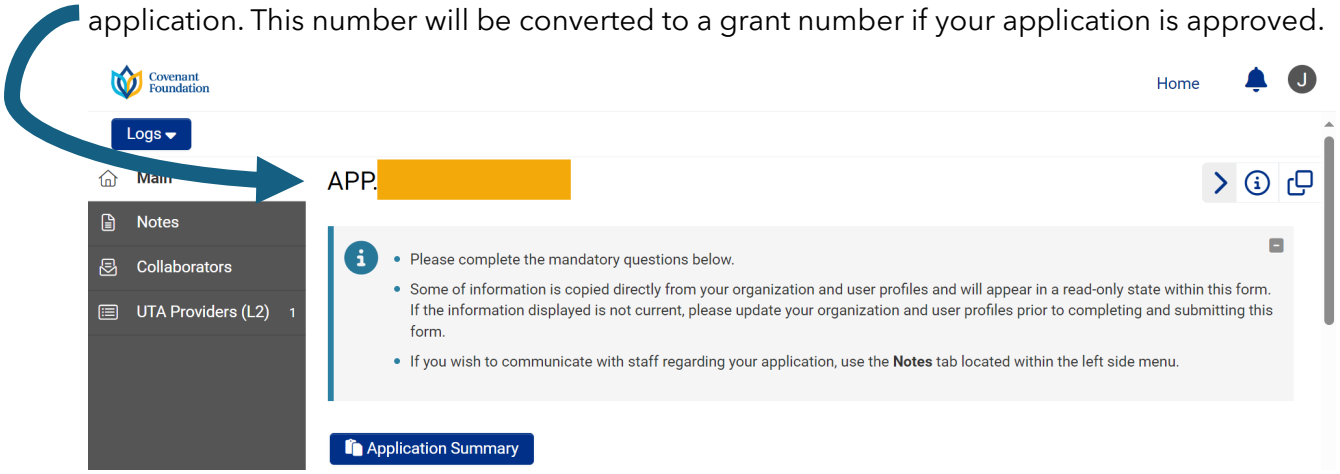
Note: For grant requests that are site-specific, focused on improving the comfort and care of patients, residents, families, caregivers, or staff at a Covenant site and with a budget of under $25,000, you should apply for a Enhanced Patient and Resident Care (EPRC) grant.

If your project supports specialized initiatives, programs, equipment, or training that aligns with Covenant's strategic priorities, you should apply for the Funding Priorities, or FP grant. These grants are typically above $25,000 and are for projects that aim to make a significant impact and "move the needle" in areas of strategic importance for Covenant.

3. To begin filling out the application, click the **Save Draft** and remember to save as you go.



Once you have clicked the **Save Draft** button, an application number will be assigned to your application. This number will be converted to a grant number if your application is approved.

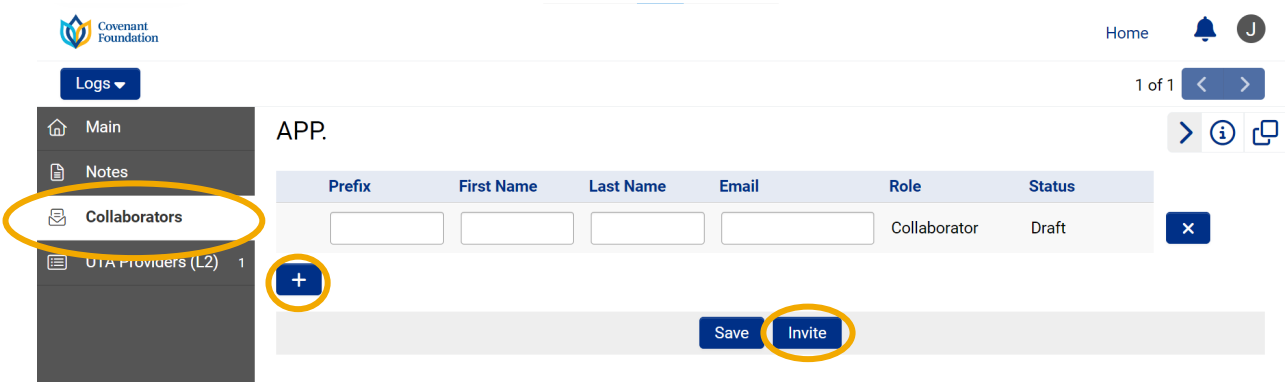


Collaborators

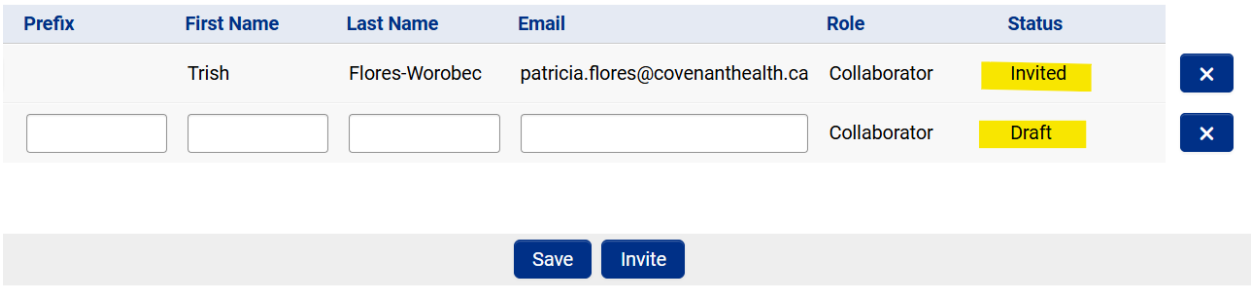
1. Collaborators are individuals who should have access to your application to help prepare and submit it, or who are designated as signing authorities.

   To add a collaborator, click on the **Collaborator** button in the sidebar, then the **+** button to add as many collaborators as needed.

Click the **Invite** button to send an email invitation to your application collaborator. These individuals will have the ability to edit this application.

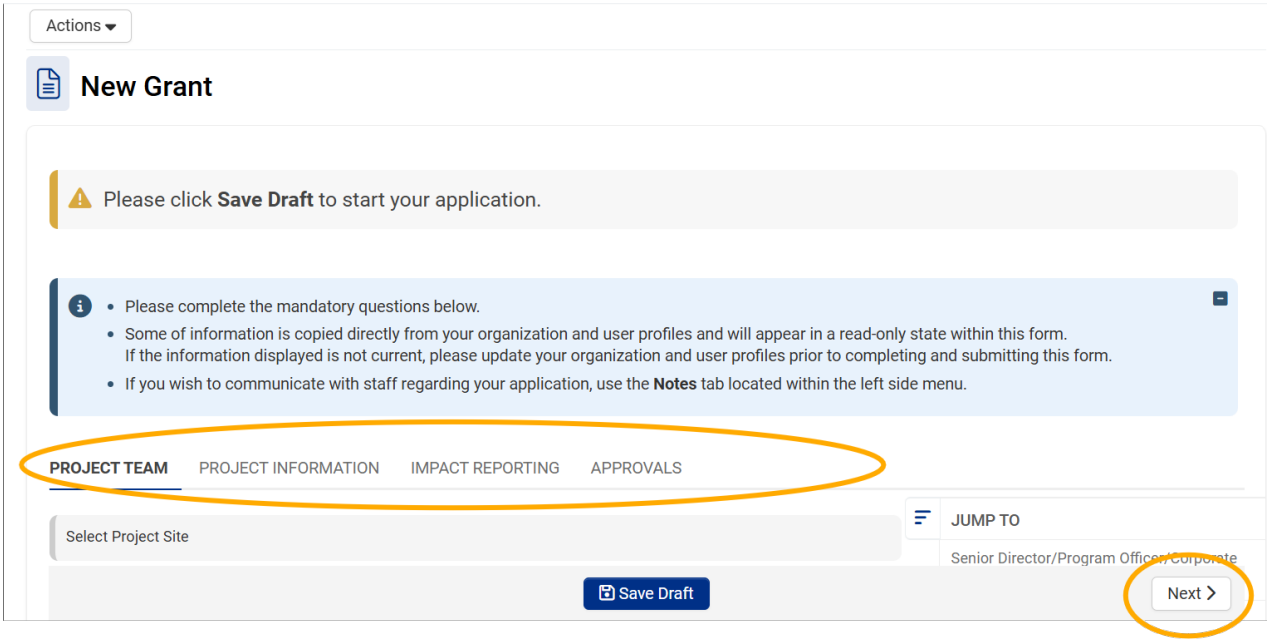


2. Once the invitation to collaborate has been sent, the status of the invitation will change to **Invited.** If the status is set to Draft, the invitation has not been sent.

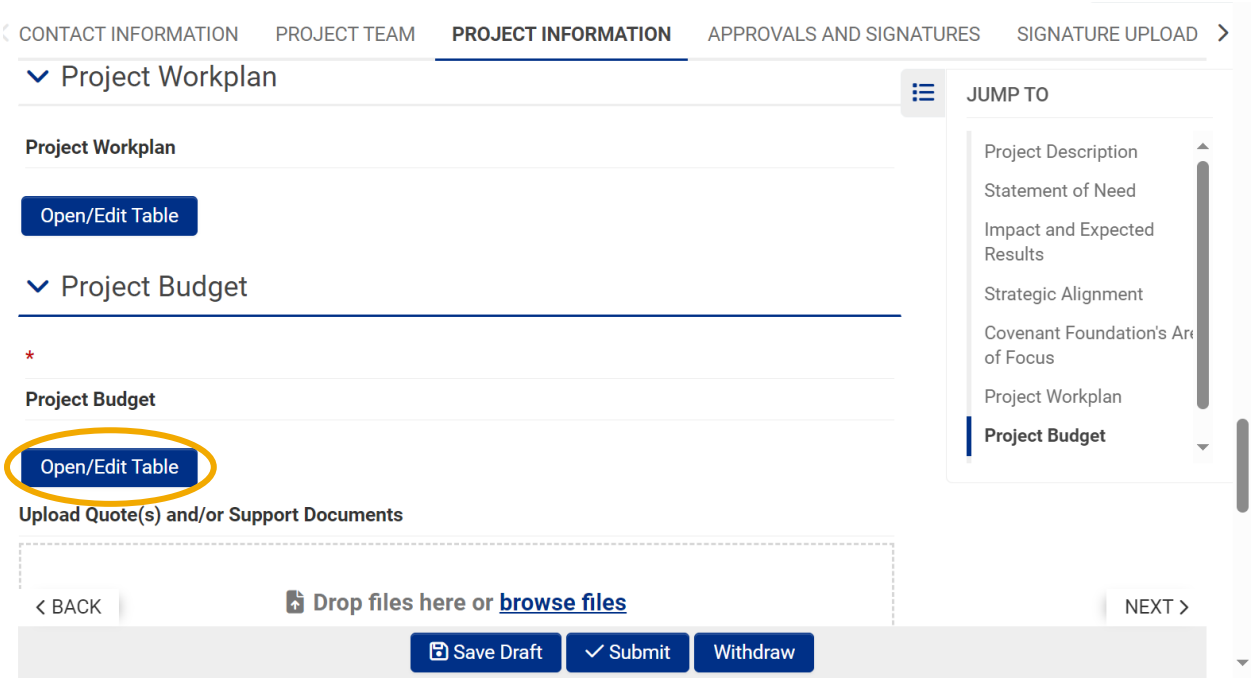


Filling Out the Application

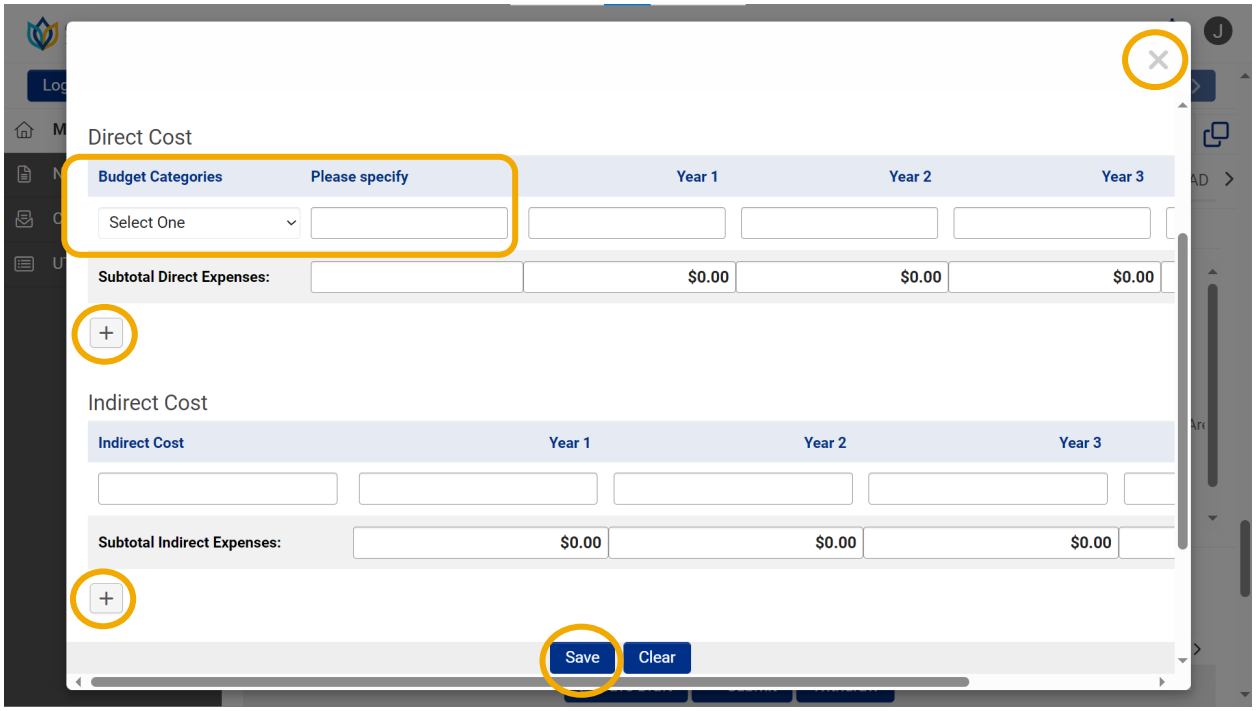
1. Complete all mandatory fields denoted by the red asterisks. You may navigate through the application by clicking the **section headers** or by clicking the **next** button.



2. Once you have reached the Project Budget section, click the **Open/Edit Table** button under "Project Budget"

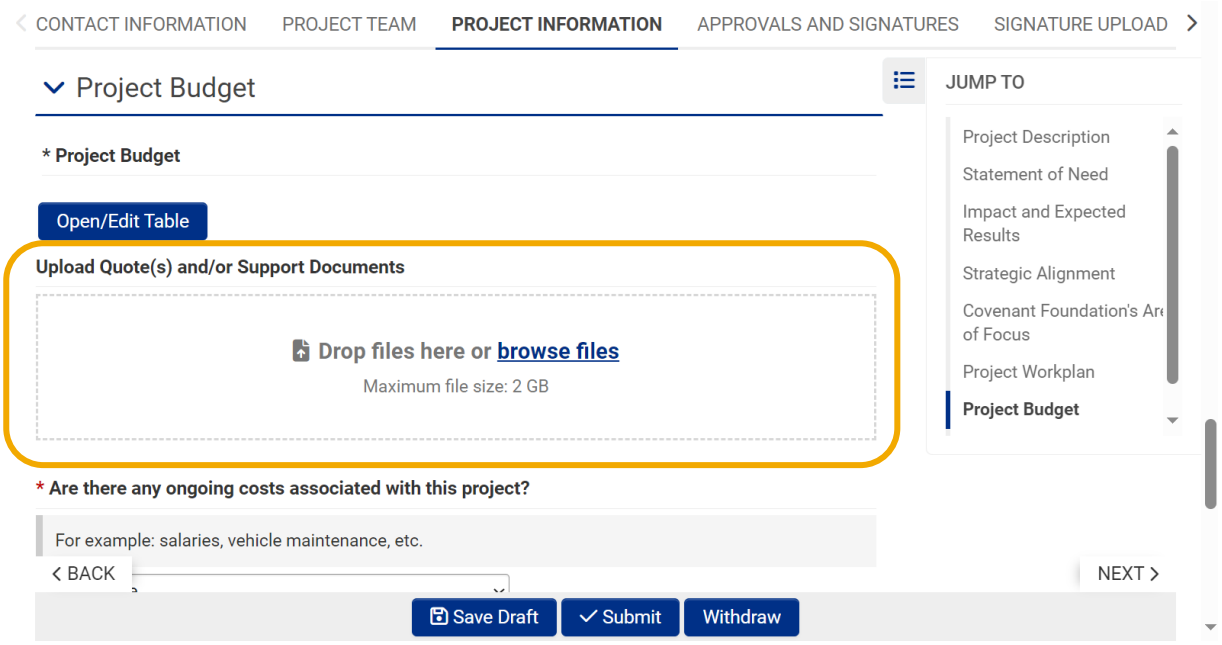


3. Click on the **+** button to add as many lines as needed. Select the appropriate budget category and provide more information in the adjacent textbox if necessary. Click **Save** then the **X** button to return to the application.

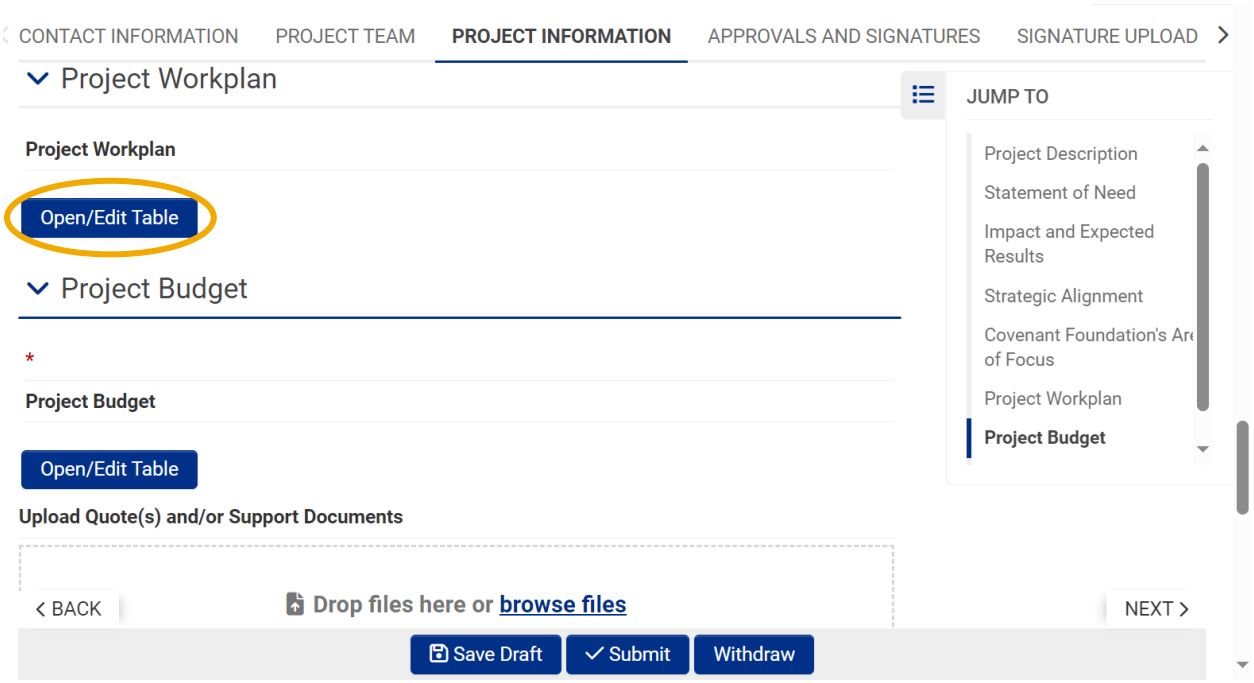


**Note: Please ensure that the grand total of the Budget Table matches the total amount request from the Foundation.

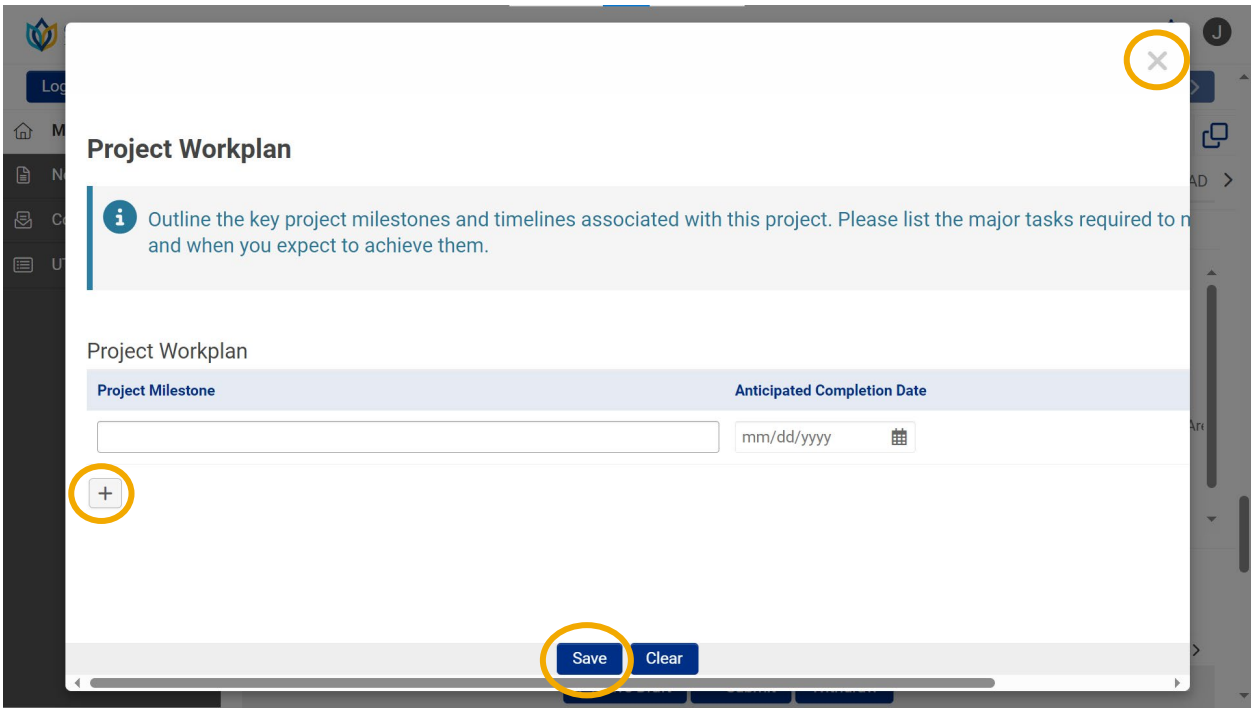
4. Upload quotes or supporting documents (if applicable) using the file upload box below.



5. Once you have reached the Project Workplan section, click the **Open/Edit Table** button under "Project Workplan".



6. Click on the **+** button to add as many lines as needed. Click **Save** then the **X** button to return to the application.



Impact Reporting

Impact reporting is an important part of our granting process. Impact reports help us share outcomes with our donors, highlight stories that demonstrate the positive impact of donor-funded projects in our communities, and provide our Board of Directors with valuable insight into the projects and initiatives we support.

The Impact Reporting section includes a series of statements that must be reviewed and acknowledged by selecting the checkbox next to each statement. This section may be completed by the application writer or the project lead(s).

Approvals

Electronic certifications have replaced the use of physical and digital signatures for Foundation applications. The following certifications are required before an application can be submitted:

Applicant: This is the individual completing the application.

- Review the **Applicant Certification** statement and select the checkbox to acknowledge and certify the information provided.

Covenant Leadership Team Member: This is typically the site administrator, program manager, unit manager, or another appropriate leader.

- Rank the applications within your portfolio by priority (for example, if you have 12 applications, rank them from 1–12, with 1 being the highest priority) to help guide funding discussions.

- Review the **Covenant Leadership Team Certification** statement and select the checkbox to acknowledge and certify support for the application.

Senior Director, Program Officer, or Corporate Director:

- Rank the applications within your portfolio by priority (for example, if you have 12 applications, rank them from 1–12, with 1 being the highest priority) to help guide funding discussions.
- Review the **Senior Director/Program Officer/Corporate Director Certification** statement and select the checkbox to acknowledge and certify support for the application.

Note: Covenant ELT approval is not required, as ELT review takes place prior to the application being submitted to the Foundation.

Application Review Process

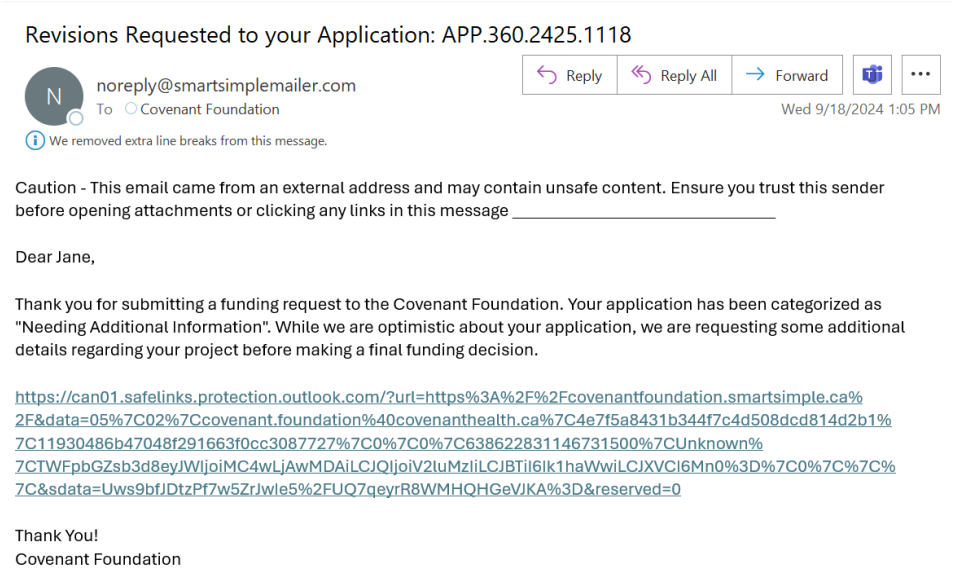
Funding Notification

Once you have submitted your application, you will receive an email confirming that your application has been submitted. A PDF copy of your application will be attached to this email. Once all applications have been reviewed, a funding notification email and letter will be sent to the applicant and collaborators to inform you of the final decision.

Revisions Requested

Should we require additional information, a **Revisions Requested** email will be sent to the applicant.

1. Click on the link in the email to review the additional information required.



Revisions Requested to your Application: APP.360.2425.1118

N noreply@smartsimplemailer.com
To Covenant Foundation

Reply | Reply All | Forward

Wed 9/18/2024 1:05 PM

We removed extra line breaks from this message.

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

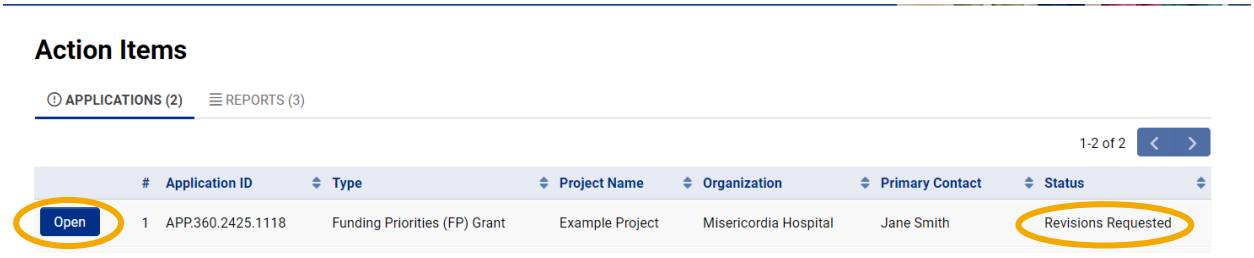
Dear Jane,

Thank you for submitting a funding request to the Covenant Foundation. Your application has been categorized as "Needing Additional Information". While we are optimistic about your application, we are requesting some additional details regarding your project before making a final funding decision.

https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovenantfoundation.smartsimple.ca%2F&data=05%7C02%7Ccovenant.foundation%40covenanthealth.ca%7C4e7f5a8431b344f7c4d508dcd814d2b1%7C11930486b47048f291663f0cc3087727%7C0%7C0%7C638622831146731500%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Uws9bfJDtzPf7w5ZrJwIe5%2FUQ7qeyrR8WMHQHGeVJKA%3D&reserved=0

Thank You!
Covenant Foundation

2. You will be redirected to log into the Grant Portal. Under the Applications tab of the Actions Items, the application that requires more information will be indicated by the **Revisions Requested** status. Click on the open button to view the application.



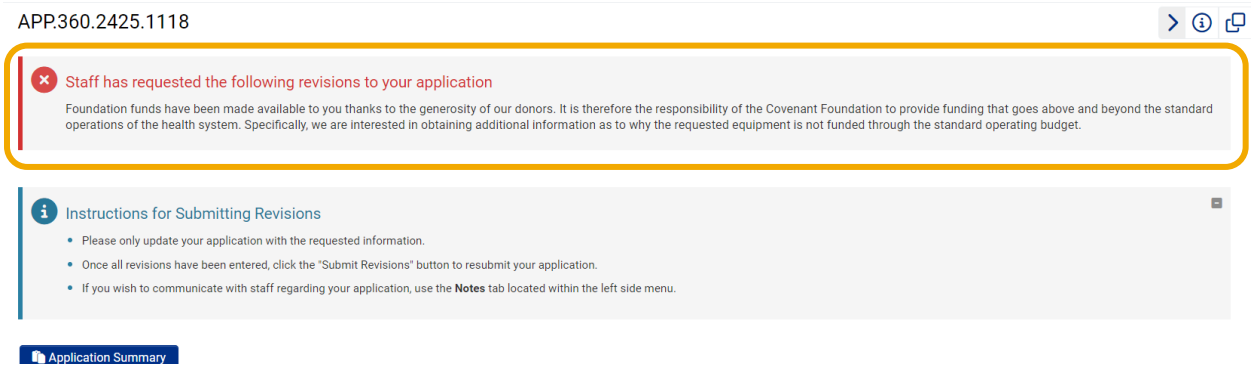
Action Items

APPLICATIONS (2) | REPORTS (3)

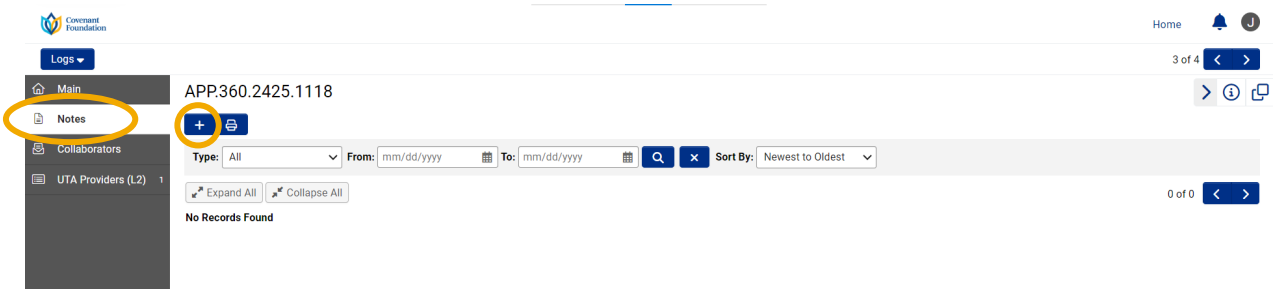
1-2 of 2

	#	Application ID	Type	Project Name	Organization	Primary Contact	Status
Open	1	APP.360.2425.1118	Funding Priorities (FP) Grant	Example Project	Misericordia Hospital	Jane Smith	Revisions Requested

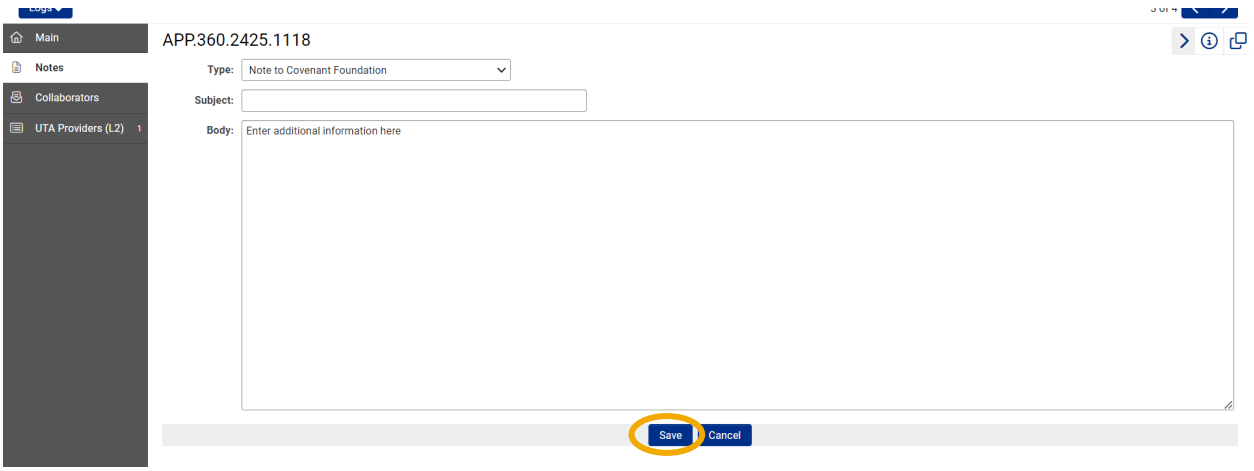
3. The necessary additional information will be outlined below.



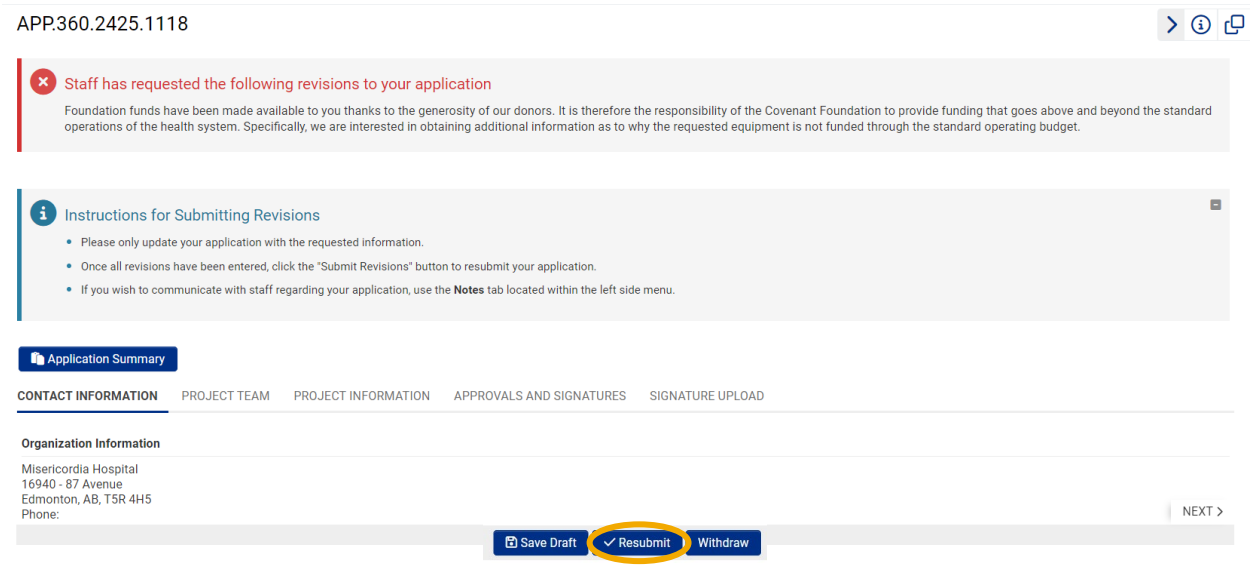
4. To provide the additional information requested, click on the **Notes** button in the sidebar, then click on the **+** sign.



5. Provide all necessary additional information, then press the **Save button.**



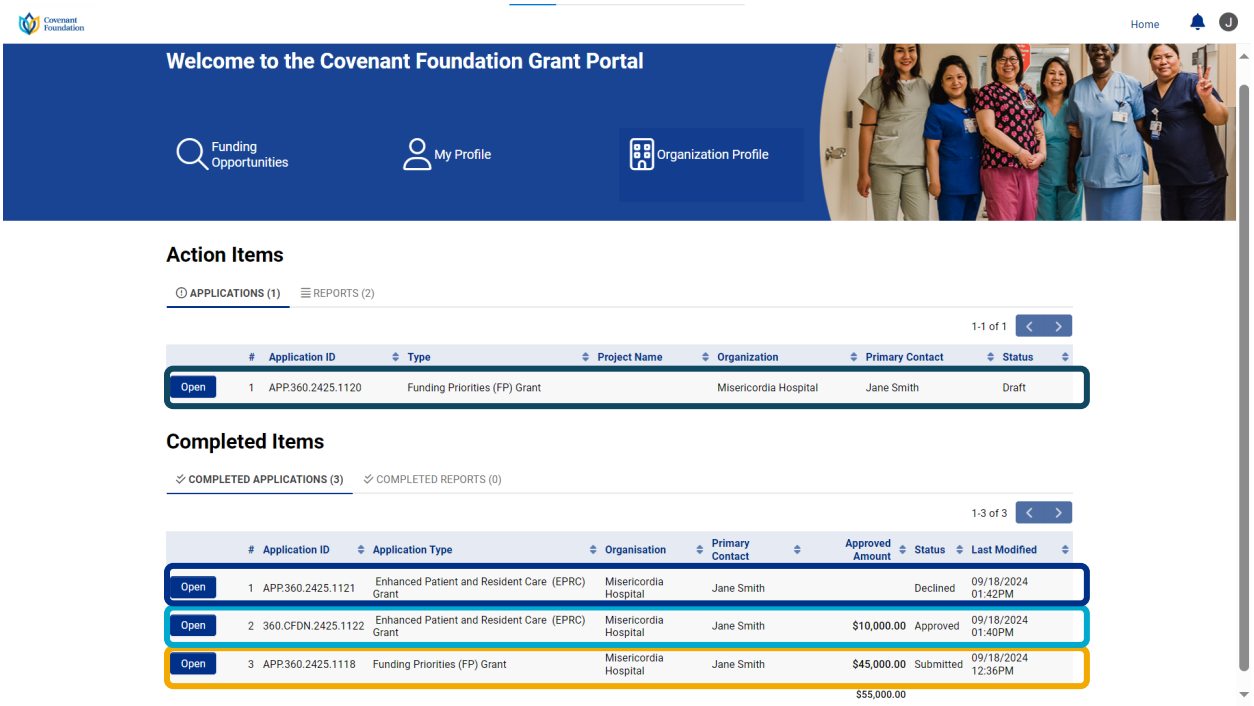
6. To resubmit the application with the additional information requested, click the **Resubmit** button.



Getting to Know the Covenant Foundation Grant Portal

Homepage

From the homepage, you will have access to your **draft** applications, **submitted** applications, as well as all applications that were **approved** and **declined**. Note: All applications submitted prior to the new online portal will not be available to you. Please contact Trish (patricia.flores@covenanthealth.ca) if you have any questions regarding these applications.

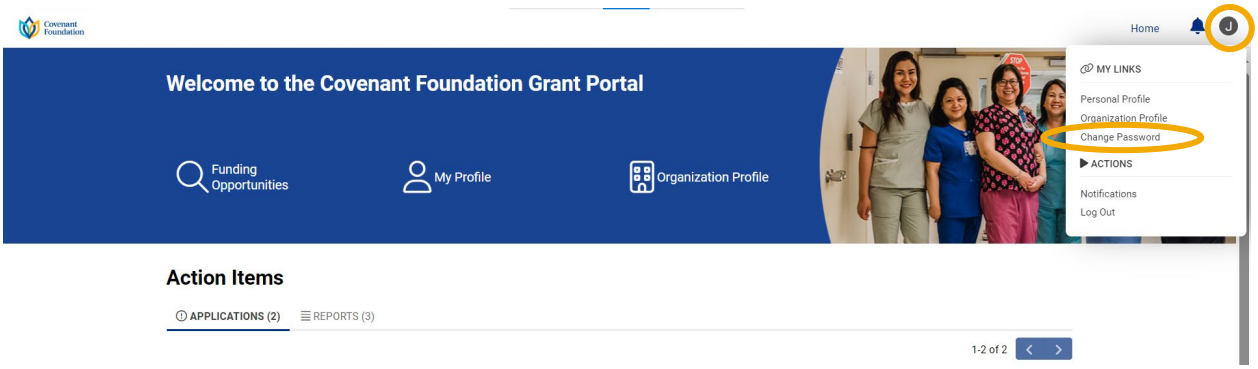


You will also be able to submit a new application by clicking the **Funding Opportunities** button, edit your profile by clicking the **My Profile** button and view the site you are registered with by clicking the **Organization Profile** button.



Changing Your Password

To change your password, click on the icon containing your first initial, then click **Change Password.**



Questions and Support

For questions and further information about the grant portal, please contact Trish Flores-Worobec, Granting Officer at Covenant Foundation at patricia.flores@covenanthealth.ca.