Welcome!

This guide walks you through how to access and use Bonfils-Stanton Foundation's Grantmaking Portal. Follow these steps to register as a user, submit an application, and track progress.

BONFILS STANTON FOUNDATION

✅ Step 1: Visit the Grantmaking Section of Our Website

1. Go to: https://bonfils-stantonfoundation.org/grants

2. Click on the program you want to apply for.

3. Carefully review the program description and eligibility requirements.

4. When ready, scroll to the bottom of the page and click the "Apply" button to begin your application.
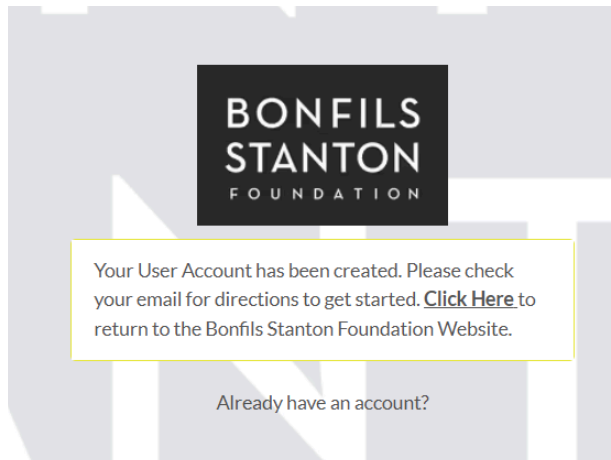

✅ Step 2: Access the Portal

1. You'll be redirected to the Grantmaking Portal login page where you can register as a new user.

2. Complete fields and select "Next." For users who had access to our previous portal, *please use the same email address* when registering in the new portal. Doing so will automatically connect you with your contact information that was migrated to the new system.

BONFILS STANTON FOUNDATION

Welcome to the Bonfils-Stanton Foundation Grant
Application Portal. Please start by
entering your Name and email.

* First Name

* Last Name

* Email

Next

Already have an account?

(Note: Returning users who have previously registered, please select "Already have an account?" and you will be directed to a login with password page. Alternatively, you can use this direct login link: https://bonfils-stantonfoundation.my.site.com/grants.)

3. When complete, you should see this pop-up.

Your User Account has been created. Please check your email for directions to get started. **Click Here** to return to the Bonfils Stanton Foundation Website.

Already have an account?

4. Go to your email and look for the Welcome to Bonfils-Stanton Foundation email. Please open and follow the link to create a password. *We recommend making note of your password for future access.*

Change Your Password

Enter a new password for
[REDACTED] Make sure to include at least:
- ○ 8 characters
- ○ 1 letter
- ○ 1 number

* New Password

* Confirm New Password

*=required

Change Password

Password was last changed on 5/12/2025, 12:16 PM.

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5. After this you will land on the portal home page.
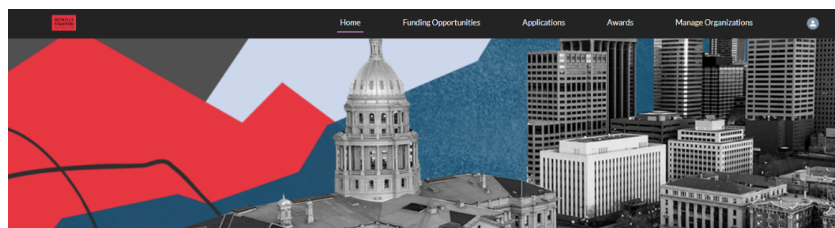
Applicants Portal

Welcome to the Bonfils-Stanton Foundation Applicant Portal!

We invite you to explore the navigation tabs:

Funding Opportunities – learn about programs currently accepting applications

Applications – work on in-progress applications and view applications that have been submitted

Awards – check the status of payments and requirements

Manage Organizations – use this section if you are associated with multiple organizations (i.e. grant writers)

Questions and accessibility requests may be directed to admin@bonfils-stanton.org.

If you are planning to use a fiscal sponsor to receive grants, we encourage you to review these guidelines and template for a fiscal sponsor agreement.

While on the portal, you can explore:
- **Funding Opportunities** – learn about programs currently accepting applications
- **Applications** – work on in-progress applications and view applications that have been submitted
- **Awards** – check the status of payments and requirements
- **Manage Organizations** – use this section if you are associated with multiple organizations (i.e. grant writers)

✅ Step 4: Start a New Grant Application

1. Click the Funding Opportunities tab and select the program you are applying for.

2. Review details such as deadline date, a brief description of the program, etc.

3. Click "Apply" in the upper right-hand corner.

4. Insert the name of the organization for which you are applying.

   - If your organization is already in our system, it should appear in the drop-down box. Select "Use this Account" and it will prefill with data already on file. Please review for accuracy and select "Yes" when asked if the information is correct. However, should the information be incorrect, please select "No" and connect with admin@bonfils-stanton.org.

   - Note: You may still proceed with an application if the information is incorrect, but please reach out so we can update the record.

✅ Step 5: Complete the Eligibility Quiz

- Respond to all questions within the eligibility quiz.

   - If you meet the criteria, you will proceed to the full application.

   - If you do not meet the criteria, you will be directed to exit the portal and are asked to complete our Grantee Interest Form which will connect you with the grants team.

✅ Step 6: Complete the Application

Fill out each section thoroughly:

- Applicant Contact
- Organization Information
- Financial Information
- Your Communities
- Application Narrative
- Required Attachments (e.g., financials, budget, board list, etc.)
- Fiscally Sponsored Organizations: You will attach additional documentation related to your fiscal sponsor before proceeding to submit.

Use the "Save & Exit" button to stop and return to your application.

✅ Step 7: Submit Your Application

1. Review all entries for accuracy.

2. Ensure all final documents have been uploaded.

3. Click "Submit."

A confirmation acknowledgement will pop up once your application is successfully submitted.

✅ Step 8: Track Your Application

1. Go back to the Application tab and "refresh" the page.

2. Click on your submitted application – **it will begin with IA followed by ten digits.**

3. Check the current Status (e.g., Screening, Under Review, Decision Made). Additionally, we will notify you via email or phone call of the decision on your application.

✅ Step 9: You Received an Award

1. If you have received an award, a grant agreement will be sent for e-signature. Payments will be generally made within 30 days of our receipt of the signed agreement.

2. Click on the Award tab to see details and requirements of the grant. Note: Click the items under the "Name" column not the "Funding Opportunity" column.

3. A link to the online grant report will be found under requirements and will show the due date. We will also send a reminder 30-days prior.

💬 Help & Support

- Forgot your password? Use the "Forgot Password" link on the login page.

- Need assistance? Contact us at admin@bonfils-stanton.org or call 303-825-3774.

- Office hours: Monday - Friday, 9:30 a.m.– 4:30 p.m.

🔁 Returning Later?

Bookmark the portal login page: https://bonfils-stantonfoundation.my.site.com/grants/s/login/

You can log in any time to view your status or start a new application.