

ONLINE GRANTS MANAGEMENT SYSTEM

Frequently Asked Questions

GETTING STARTED

What Internet browser do you recommend I use?

For the best user experience, we recommend using Google Chrome 14 or higher (strongly recommended), Firefox 9 or higher, or Safari 4 or higher. You are likely to experience technical issues if you use Internet Explorer.

How do I access the online grants management system?

You can access a link at www.hoblitzelle.org under “how to apply”. You can also enter the URL below directly into your browser: <https://www.grantinterface.com/Home/Logon?urlkey=hzfound>

REGISTRATION

How do I know if I am a new user or not?

The Hoblitzelle Foundation online grants management system includes all historical grants made since the beginning of the foundation in 1942. If you think your organization might already be in our system, please call us at (214) 373-0462 and we can help with your registration. If you do not think your organization has received a grant from Hoblitzelle Foundation, proceed with creating a new user.

If I think my organization might already be in the system, but I am new to this organization, should I register as a new user or not?

Please call us at (214) 373-0462 and we can add you as a contact under the existing organization.

I am a contract grant writer and this software looks familiar. I think I might already have used this system with another foundation – do I need to create a new login?

Yes. Your login is specific to Hoblitzelle Foundation.

I am a contract grant writer and am submitting applications for two different organizations. Do I need to create a new login?

Yes. Your login is specific to an organization within the Hoblitzelle Foundation. You will need to use a different e-mail for each login. We suggest that grant writers be provided an e-mail address from each organization for whom they are working.

I think I am already in the system, but don't remember my password?

There is a system prompt on the login page to assist you in resetting your password.

UPDATING ORGANIZATION INFORMATION

How do I edit my contact information?

To update information in the system, click the black pencil icon.

APPLICATION

I am at the application page – now what?

You can do several things from the dashboard page – you can check the status of any grant requests, view prior grants, and apply for a new grant. To apply, click “apply” in the menu on the left side of the screen. Select the application process that corresponds to the timing of the grant application.

How can I print a copy of the grant application to make it easier to gather the information?

You can access a PDF copy of the grant application at www.hoblitzelle.org under “how to apply”. You can also access it from within the online grants management system by clicking “Question List” on the left.

Do I have to complete the application all at once?

No. At the bottom of the application is a “save application” button. We recommend you save your application often and before logging out. You can login at a later time to continue working on your application.

Is there a spell-check feature?

No. We strongly suggest that you complete your answers in Microsoft Word, run a spell check, and then cut and paste the answers into the online grants management system. This will also serve as a back-up.

Are there limits to how long the responses can be?

Yes. There are limits on the amount of text you can submit. You will see a character counter displayed below the entry field, telling you how many characters you have used and when you are approaching the limit. The counter includes spaces as well as characters. Note that you will not be able to save a draft of your application if you exceed the character limit.

The application requires a 501(c)(3) exemption letter. I don't have one – what should I do?

Hoblitzelle Foundation grants can only be paid to a registered 501(c)(3) nonprofit entity. All others are required to use a fiscal sponsor. There is a question on the application asking if a fiscal sponsor will be used – if you answered yes to that question then upload the 501(c)(3) letter, Form 990, and Audited Financial Statements of the fiscal sponsor. Please contact us at (214) 373-0462 if you need assistance.

I submitted the application – can I change it?

No. Once an application has been submitted it cannot be changed. If you need to make a correction please contact Hoblitzelle Foundation at info@hoblitzelle.org.

When is the application due?

The application is due by 11:59 p.m. on the deadline day – April 15, August 15, or December 15.

How do I print a copy of the completed application for my records?

If you would like a paper copy of your application, login to the portal and choose the Application Packet link. This will create a PDF of your application which you can print and/or save. Additionally, you will always have access to your application from this online grants management system.

ATTACHMENTS AND FILE UPLOADS

What file formats will be accepted for attachments?

We prefer that you attach files as PDF. We will also accept Microsoft Word or Excel. Unacceptable formats include files with “exe”, “com”, “vbs”, and “bat” extensions.

How should I name my files?

You should give each file a name that identifies your organization and the type of required document it represents. Please do not include any characters in the file name (hyphens or dashes are acceptable.)

Can I upload extra documents?

There is room to upload three (3) additional documents in support of your grant application. These are not required but are provided to provide you flexibility in what you include in the application.

Is there a size limit for file attachments?

The maximum size for all attachments varies, but is displayed in the specific file upload section. If one of your required documents is too big, consider splitting the file into parts and utilizing some of the “additional file upload” opportunities to capture the additional parts. You can also consider using Adobe Acrobat option to “reduce file size”.

I don't have access to a scanner.

The online grants management system has a “fax to file” tool that will convert a faxed document into a file that can be uploaded. To start:

- Click the “fax to file” link on the left hand side of the screen.
- Then click “Request a Fax #” button and you will be presented with a toll-free fax number. You have this number for 20 minutes.
- Fax the document(s) to the number provided. No cover sheet is necessary.
- After you have faxed the documents click the “Finished Faxing” button to see your list of files.
- Download your converted documents to your computer and save them,
- Upload the documents to the appropriate question(s) on the application form.

This feature can also be used to combine several individual documents into one electronic file if they are faxed together.

OTHER TIPS

Is there an auto save function?

Yes. The system saves every 20 minutes.

Does the system ever kick me out?

The user is automatically logged out after 90 minutes of inactivity. The user will receive a warning at 80 minutes.