



Berges Family Foundation

LOI Instructions

stlgives.org

St. Louis Community Foundation Role

The St. Louis Community Foundation provides grantmaking and administrative support to the Berges Family Foundation.

As part of that relationship, nonprofits interested in applying for funding through the Berges Family Foundation are asked to submit an initial inquiry through the St. Louis Community Foundation [grants management portal](#).



Logging In



Applications are accepted [here](#)

- **Forgot your password?** Reset it using the link at the bottom.
- **Unsure if you already have an account or are you new to your organization?** Contact nmartinez@stlgives.org
- **Are you new to the site?** Use the Create a New Account button and follow the steps to register your organization.

Lagon Page

Welcome to the St. Louis Community Foundation Grant Portal

Now Accepting:

- Episcopal Presbyterian Health Trust - Last 2021 Application Deadline is July 19th by 5pm

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

Existing Nonprofits: 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? Need Help? Please contact:
Nikki Martinez
Community Investment Manager
nmartinez@stlgives.org
314-880-4961

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

[Forgot your Password?](#)

Creating a New Account

You will provide details about your organization and create a login for yourself. This account will serve as the main point of contact for all grant related activities and announcements. Your applications and reports will be found here in perpetuity.

TIPS:

- You can create one master login for the entire organization using an info@ or other general email
- If you are a grant writer working for multiple organizations, you can only be associated with one agency at a time. Contact Nikki Martinez nmartinez@stlgives.org for more details



Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name* EIN / Tax ID (#####)*

Web Site Telephone Number (###.###.### x###)*

Address 1* Address 2

City* State*

Postal Code*

[Next >](#)

User Information

Executive Officer Question

Additional Executive Officer Information

Password

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

[Copy Address from Organization](#)

Click "Copy Organization Address" above to copy in address fields.

Prefix (Mr, Mrs, Ms, etc.)* First Name*

Middle Name Last Name*

Suffix (Sr, Jr, III, etc.) Business Title*

Email / Username* Email / Username Confirmation*

Telephone Number (###.###.### x###)* Mobile Number (###.###.###)*

Address 1* Address 2

City* State*

Postal Code* Country

[< Previous](#) [Next >](#)

Executive Officer Question

Additional Executive Officer Information

Password



Executive Officer Information

You will provide details about your executive officer. This person will be the default main contact for your organization and will be copied on all correspondence regarding this grant, including emails and funding agreements for approved grants.

TIPS:

- This person can be your Executive Director, Chief Executive Officer, Board President or another other individual who is responsible for making decisions concerning grantmaking
- If you are a grantwriter for multiple organizations, you can only be associated with one agency at a time. Contact Nikki Martinez nmartinez@stlgives.org for more details

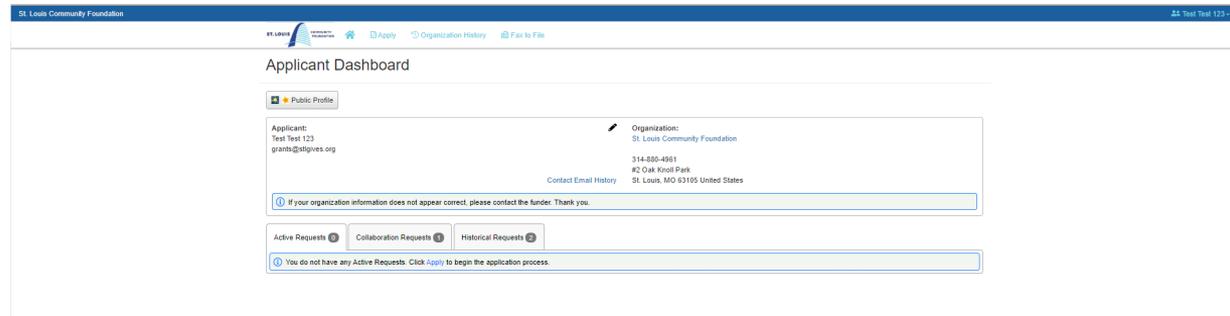


Applicant Dashboard

Once you have successfully logged in, you will find your Applicant Dashboard. Your organizational profile information as well as active applications, requests to collaborate and historical requests can be found here.

TIP:

- This dashboard is always easily accessible using the home button at the top of the page. 🏠



The screenshot shows the Applicant Dashboard for the St. Louis Community Foundation. The page title is "Applicant Dashboard". At the top, there is a navigation bar with the St. Louis Community Foundation logo and links for "Apply", "Organization History", and "Fax to File". Below the navigation bar, there is a "Public Profile" section. The profile information is divided into two columns: "Applicant" and "Organization".

Applicant	Organization
Test Test 123 grants@stlgives.org	St. Louis Community Foundation 314-855-4961 82 Oak Knoll Park St. Louis, MO 63185 United States

Below the profile information, there is a message: "If your organization information does not appear correct, please contact the funder. Thank you." Below this message, there are three tabs: "Active Requests", "Collaboration Requests", and "Historical Requests". Below the tabs, there is another message: "You do not have any Active Requests. Click [Apply](#) to begin the application process."



Locating the Application

Access the applications by choosing APPLY at the top of the page.



TIP:

- This page displays all open applications for the St. Louis Community Foundation and there are often multiple applications listed on this page at one time. Please ensure you have selected the correct application before clicking 

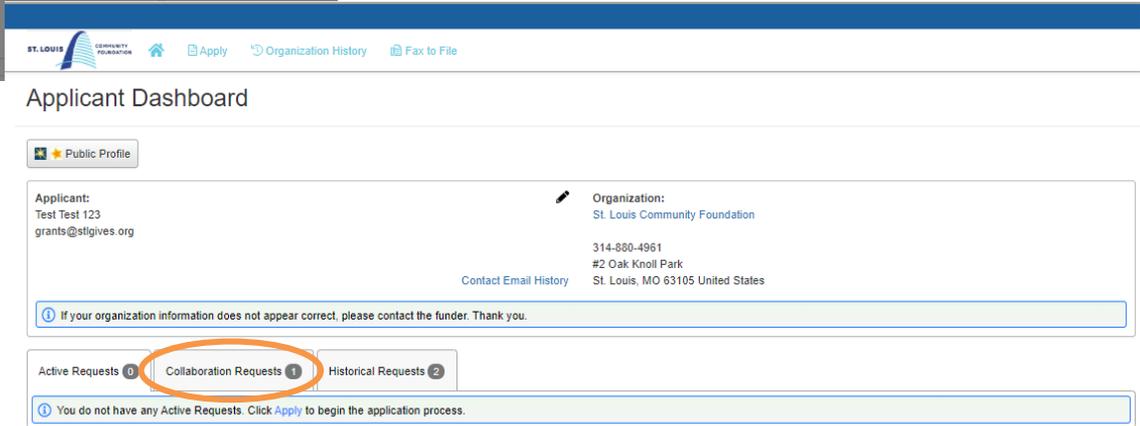
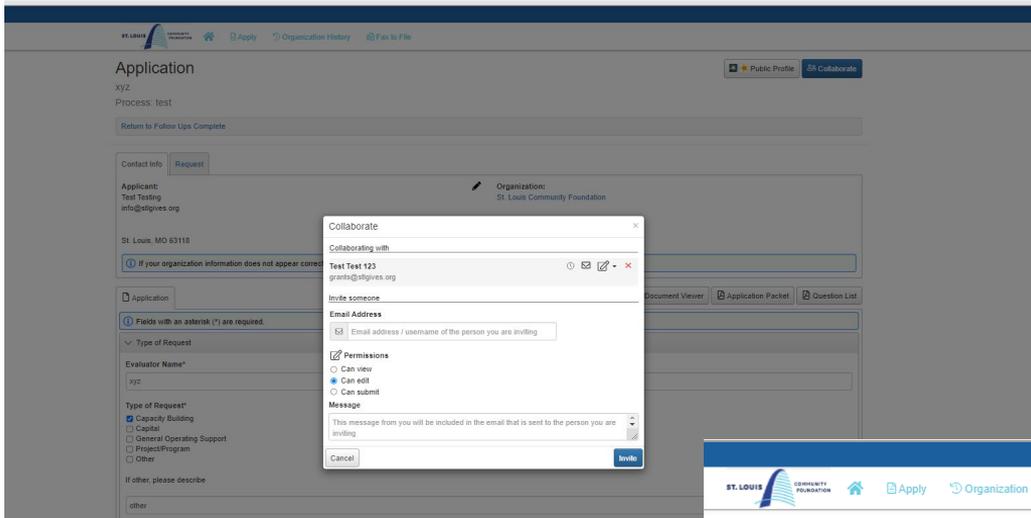
A screenshot of the Berges Family Foundation website. The header includes the logo and the text 'BERGES FAMILY FOUNDATION' and 'Inspiring Saint Louis. Encouraging Change.' Below the header is a paragraph of text: 'The Berges Family Foundation Supports the institutions and organizations that make Saint Louis a great place to live, visit, work, and invest. Our contributions help fund cultural engagement, STEM preparedness, youth empowerment, and support for our organizations that engage deeply with constituents and demonstrate positive impact in our community.' A section titled 'Focus' lists four bullet points: 'Cultural Engagement', 'STEM Preparedness', 'Youth Empowerment', and 'Support for Our Heroes'. Below this is an 'Application Guidelines' section with a paragraph and a list of six bullet points: 'Proven results and measurable impact', 'Organizational excellence in financial management, staff and board leadership, and operations', 'Sustainability with diverse contributor base and revenue streams', 'Collaboration with community partners', and 'Commitment to diversity, equity, and inclusion'. At the bottom, there is a 'Completing This LO is Phase 1 of the grant process...' section and a navigation bar with 'Previous' and 'Send to GrantHub' buttons.

Inviting Team Members to Collaborate

Each application form is assigned to a single person/applicant. The system allows the applicant to invite others to edit, view or submit the application. Use the  Collaborate button at the top of the page to give your team members access.

Your team member will find this invitation on their Applicant Dashboard under Collaboration Requests.





Accessing Existing Applications

The system does allow for you to save your application and return to the draft at a later time.

Ensure you have pressed Save Application at the bottom of the page before logging out

To access a saved application, log into your Applicant Dashboard, locate the active application and press Edit Application.

The screenshot displays the Applicant Dashboard interface. At the top, there is a navigation bar with the St. Louis Community Foundation logo and links for 'Apply', 'Organization History', and 'Fax to File'. Below this, the 'Applicant Dashboard' title is centered. A 'Public Profile' button is visible. The main content area is divided into two columns: 'Applicant' and 'Organization'. The 'Applicant' column shows 'Test Testing' with email 'info@stlgives.org' and address 'St. Louis, MO 63118'. The 'Organization' column shows 'St. Louis Community Foundation' with phone '314-880-4961' and address '#2 Oak Knoll Park, St. Louis, MO 63105 United States'. A message box below the organization info states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are tabs for 'Active Requests' (1) and 'Historical Requests' (0). A dropdown menu is open, showing a table with one application entry:

Process:	Status	Date	Action
test Application Decision	Draft Undecided	09/04/2020	Edit Application

The 'Edit Application' link in the table is circled in orange.



Application Tips

Submit Application

- You must choose Submit Application at the bottom of the page to officially submit your form.
- The Berges Family Foundation Grants Committee reviews initial inquiries on a rolling basis. You will receive notice of their decision via email within 8 weeks of submission.
- Character limits have been placed on question responses. Ensure your responses meet the character limits before submitting.
- The system will not allow you to submit your form unless you have completed all the required fields. If you receive an error message, look for the red outline to indicate which question was not completed.
- For technical assistance, please contact Nikki Martinez nmartinez@stlgives.org to troubleshoot.





Contact us.

#2 Oak Knoll Park | St. Louis, MO 63105