

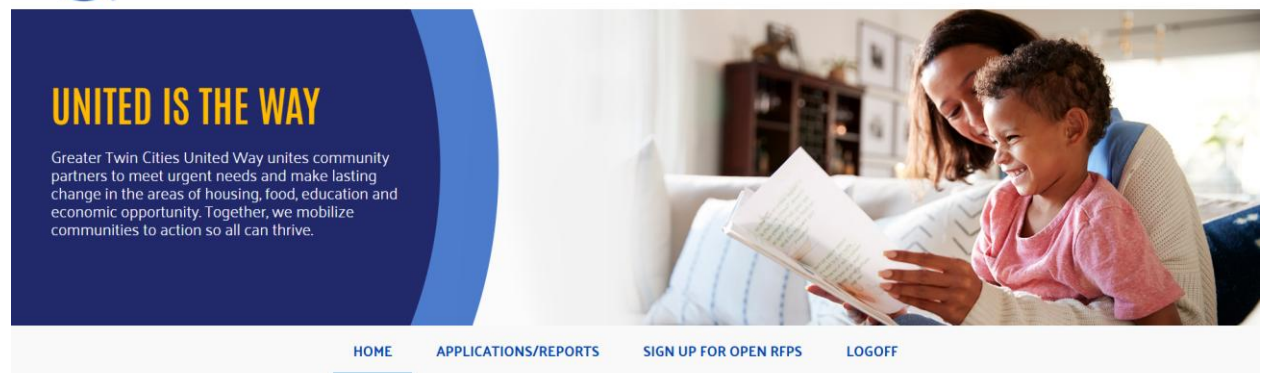


Dear Community Partner,

In order to access RFP applications, reports and other information, **all community partners must create an account in the new Grants Portal.** This info-sheet will help explain how to access the Grants Portal. The RFP applications and annual reports you submitted for current grants will be available in this portal.

### Creating a New Grants Portal Account

1. Check to see if you have an existing account by [following this link](#) and entering your work email as your username and your password. If your email is recognized and you need a new password, click *Forgot User ID or Password?*. If your email is not recognized and you need to create an account, proceed to step 2.
2. If you need to create an account, [fill out this form to get started](#). *It may take our team 3 business days to get your account up and running.* You can also use this form to sign up to receive access to any open GTCUW RFPs. If you already have an account, please refer to the ***Signing up for Open GTCUW RFPs*** section of this info-sheet on how to receive access to open GTCUW RFPs.
3. Once your account has been created, you will receive an automated email from [RFP@gtcuw.org](mailto:RFP@gtcuw.org) directing you to log in to your Grants Portal account.
4. After creating your account, you can click on [this link](#) to log in; this is the homepage view you should see (screenshot below). **You may want to bookmark this page for future use.**



## WELCOME TO THE GTCUW GRANTS PORTAL



## Navigating your Grants Portal Account

1. Tabs at the Top of the Web Page:
  - a. *Applications/Reports* - where previously submitted reports and applications live. If you signed up for an open RFP, this is where the new application will appear. If you are a funded partner, this is where new reporting will take place.
  - b. *Sign Up for Open RFPs* - where your organization will be able to sign up for open RFPs.

## Signing up for Open GTCUW RFPs

1. Log in to your online grants portal account. If you don't have a login, refer to the above instructions on creating one.
2. First check if you already have access to your desired RFP(s).
  - a. After logging in to your grants portal account, navigate to the *Applications/Reports* tab at the top of the web page to check what RFPs you currently have access to.
3. If you don't see your desired RFP(s) available in the *Applications/Reports* tab, navigate to the *Sign Up for Open RFPs* tab and sign up for the RFP(s) for which you'd like to apply. *It may take our team 3 business days to process this request and for you to see the requested RFP(s) in your Applications/Reports tab.*

## Submitting RFP Applications and Reports

1. For applications and reports to be fully submitted, you must click the *submit* button at the end of each section of the online application/report:

Total Amount Requested for the collaboration:

Organization Name	Brief Organizational Description	Address	Main Contact Name	Main Contact Title	Main Contact Phone	Main Contact Email	% of Grant Award	\$
+								

Items marked with an asterisk(\*) are required

SAVE

SUBMIT

RETURN

NEXT



- This is how your screen will look after you've clicked *submit* on all sections of the application/report signifying your application/report has been fully submitted:

			Section	Status
			Full Lives - Application Contact Information	Completed
			Full Lives - Eligibility Criteria	Completed
			Full Lives - Narrative Questions	Completed
			Full Lives - Outcomes Measurements	Completed

- If you'd like to edit a section after you've already clicked *submit*, you can click the reverse arrow button to open the section back up for editing.
- This is how your screen will look on the general *Applications/Reports* tab of the online grants portal also signifying your application/report has been fully submitted:

## APPLICATIONS/REPORTS

Mar 06, 2026	Reclaiming Care RFP Application	Completed			
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### Switching Between your Designation Portal and Grants Portal

- Some users have access to the GTCUW Designation Portal as well as the Grants Portal. If you have access to both portals and you log in and find yourself in the Designation Portal when you'd like to be in the Grants Portal (to access open RFPs and reporting), navigate to the bottom of the page and click *Grants Portal User* to switch to your Grants Portal.

## WELCOME TO THE DESIGNATION PORTAL

This portal is where you can access reports from donors giving to your organization that are being processed by Greater Twin Cities United Way.

On 9/18/2024 Greater Twin Cities United Way made a change to our portal. The enhancement means Portal Users no longer need to download reports and retrieve them from a separate tab. When Portal Users receive their Payment Confirmation emails, reports will automatically show up under 'Payout Reports'.

Report Descriptions are named accordingly with the month you receive payments from Greater Twin Cities United Way. For example, "July 2024 - CY 2024 - Payee Report by Organization..." would reflect all, or a portion of, the payment received in July of 2024.

Please reach out to [Support@gtcuw.org](mailto:Support@gtcuw.org) if you have any questions.

Greater Twin Cities  
**UNITED WAY**

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Minneapolis MN 55404-1084  
612-340-7400  
info@gtcuw.org

**SOCIAL MEDIA**  
f @ X in ▶

Grants Portal User Logoff

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If you require any assistance, please email the Partners Inbox at [partners@gtcuw.org](mailto:partners@gtcuw.org) or your Program Officer.

Thank you,  
Greater Twin Cities United Way Staff