



Grants Portal Guide 2023

Logging in & Creating an Account

For Returning Users

- [Log in to the portal](#)
- Click **Apply for a Grant**
- Click **Review Funding Programs**
- Click **Impact Report 2023**
- Click **Apply** to begin a new application

To Access a Draft Application

- Click **My Applications** from the main menu
- **Select the correct draft** application and continue working

For New Users (including new accounts at organizations who have previously submitted a report)

- [Click here to create an account.](#)
- Once created, click the **person icon** in the top right corner.
- Select **My Organization**.
- Under **Update Organization Information**, click **“Request an Update.”**
- Add your organization details.
- Wait 24 hours for Coalition staff to approve your request to add to your organization.
- Begin your application using the instructions for returning users above.
- You can begin an application but do not submit it until your case request is approved.

[Click here to watch a video tutorial of the grants portal.](#)

Frequent Issues & Troubleshooting

My application won't submit. I am getting an error message.

The most common reason for this is the EIN used in your application is being flagged as a duplicate for another organization. This means your portal account is not connected to your organization's existing profile. This will not happen if your portal account is correctly assigned to your organization. To resolve, submit an account update request so staff can approve your assignment to your organization.



To resolve: Update your organization in your account details and staff can verify your organization so you can submit your report. This may take 24 hours.

I can't create an account.

If you are unable to create a new account, you have an account on file already.

To resolve: Try resetting your password. Email melanie@coalitionforhomerepair.org if you are unsure which email is used in your account.

I am not receiving a password reset email or I forgot my username.

To resolve: Use the forgot password tool for self-service. If further assistance is needed, contact Coalition staff.

Other Issues

Contact Melanie Campbell, melanie@coalitionforhomerepair.org, to set-up a troubleshooting meeting.

A full list of Impact Report questions is available on the next page.



COALITION FOR HOME REPAIR

Impact Report Questions

Organization Details

1. *Organization Name
2. *Membership Size
3. *EIN
4. Address

Section: Home Repair Program Details

In this section, you will respond to annual metrics relating to home repairs, homeowners served, and volunteer engagement.

Please answer each question to the fullest you can. If you do not collect a metric, please make a conservative estimate. This data will be used to seek grants and direct resources for members throughout the coming year.

1. *How many unique homes did you repair in 2022?
2. *How many unique repair projects did you complete in 2022?
3. How many homes did you build (new construction) in 2022? If none, enter 0.
4. How many homes does your organization expect to repair this year?

Volunteer Metrics

5. How many unique local volunteers did you have in 2022?
6. How many unique camp (overnight, fee paying) volunteers did you have last year?
7. How many youth volunteers do you estimate volunteered in 2022?
8. How many women volunteers do you estimate volunteered in 2022?
9. How many total hours were volunteered for your organization in 2022?
10. How many unique local volunteers do you anticipate this year?
11. In the current year, how many overnight, fee paying volunteers do you anticipate?
12. What is your current overnight program fee for a volunteer?

Section: Household Demographic Groups

The next section is to report demographics related to homeowners served in 2022. Please report this to the best of your ability. Conservative estimates are preferred to skipping this section.

1. How many total residents did you serve in 2022? Please include all known residents in a home.



2. What percentage of households served were at or below 80 AMI?

Special Interest & Vulnerable Populations

For each of the following, please report the number served in the prior year. If you do not collect this info, please make a conservative estimate.

1. Older Adults
2. Children, 17 or Younger
3. Veterans
4. People with Disabilities

Household Racial Data

In this section, please report racial data for all residents served last year. If you do not collect this data, please make a conservative estimate.

1. Native American Indian or Alaska Native
2. Asian
3. Black or African American
4. Hispanic or Latinx
5. Native Hawaiian or Other Pacific Islander
6. White

Section: Financials

This section collects budget and operation metrics.

1. Please provide total expenses for your most recently completed fiscal year.
2. Please provide total revenue for your most recently completed fiscal year.
3. Please provide anticipated total expenses for the current fiscal year.
4. Please provide total revenue anticipated in the current fiscal year.

You will be able to save your responses and return to the portal later. When logged into the portal, click “My Applications” to access a started application.

Contact Information

For questions regarding the grants portal or submitting an impact report, contact Melanie Campbell (melanie@coalitionforhomerepair.org)

For questions regarding distribution of funds, upgrading membership, or a contact person survey contact Adrienne Osborne (adrienne@coalitionforhomerepair.org).