



THE ASSISI FOUNDATION
OF MEMPHIS, INC.

Grantee Portal Guide

This guide is for any current grantee that needs guidance on navigating the portal to complete requirements associated with your grant agreement.

The grantee portal is accessible from the Grantees section of the Foundation's website: <https://assisifoundation.org/for-grantees/>. Please review this page or all details associated with the various types of requirements requested in your grant agreement.

Portal Update November 2020

We adopted a new portal in November of 2020. All users with *active* grants at that time were transitioned over to the new system but your login credentials have changed. Your new username is your email address.

Tip: If you were a user with an active grant, you can get logged in by recovering a password using your email address here: <https://assisifoundation.force.com/>

Need to add a new user for reporting?

Due to a variety of reasons you may need to add a new contact for your active grant. Start by registering here: <https://assisifoundation.formtitan.com/assisiregistration#/>. Then contact Taylor Wamble at twamble@assisifoundation.org to let us know you need to be linked up to an active grant.

Quick Guide:

- Grantee Requirements: Reports and Condition Forms – Page 2
- Renewal Applications – Page 3

Need Assistance?

Please contact Taylor Wamble at twamble@assisifoundation.org if you need help getting logged in. The following information will show you where to access all forms once logged in.

Grantee Requirements Forms

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HOME APPLICATIONS **GRANTEE REQUIREMENTS** PAYMENTS Taylor Wamble

This list shows all requirements associated with your active award. Please click on the link in the far left column to access the requirement form. The link(s) in the Request column take you back to the original submission.

OPEN CLOSED

	Grantee Report	Request	Record Type	Status	Due Date ↑	Submission ...
1	GR-000000857	Community - renewal Test	Condition	Scheduled	8/30/2036	
2	GR-000000856	Community - renewal Test	Final Grantee Report	Scheduled	8/30/2037	

1. **Grantee Requirements** tab is located across the top navigation. Click here to access all forms to fulfill Challenge Conditions, Pledge Conditions, or Interim/Final Reporting requirements.
2. **Grantee Reports** column on the far left. Please click on the link(s) in this column to access your forms to fulfill all requirements: Reports and any additional conditions for *challenge* or *conditional pledge* award types.

Additional columns:

- Request – links in this column take you back to the original submission.
- Record type – this shows you the type of form to be completed
- Status – “scheduled” means this item is outstanding and needs to be submitted by the due date provided



Renewal Application

If you are eligible to complete a renewal application your form will be available to you within the portal. Your grant agreement will explicitly state if your award type is renewable and what date your renewal application is due.

Please see the list provided on the portal homepage or your Applications list up top (these lists are the same).

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HOME APPLICATIONS GRANTEE REQUIREMENTS PAYMENTS Taylor Wamble

Welcome to the Assisi Foundation's grants portal! If you are starting a new application, please begin with step 1 below. Renewal applicants: your application is provided below with an "application started" status. Grantees must complete all forms within the Grantee Requirements header above. Grantees, you are also responsible for updating your "My Organization" section with current and accurate contact information, particularly Executive Director details and mailing address, for the entirety of your grant's lifecycle.

The list below shows all open or active applications/grants or available renewal applications:

Reference Number	Request Name	Request Record Type	Status
	Community - renewal Test	Renewal Application	Application Started

[View All](#)

Click on the Request link in the list to access the renewal application form. The specific project conditions you were asked to address are provided for you.

Contact us if you have a renewable award type but do not see a renewal application form in your applications list.

