



Getting Started,
Let's Create an
Account

In this guide, you'll see step by step how to create your GivingHub account (Applicant Portal).

A few key things to keep in mind:

- Use **Create Account** when setting up and **Sign In** every time after
- You will receive a **Temporary Password**
 - Be sure you **copy and paste exactly**
 - Make sure there are **no spaces** after the last character
- **If you started an Application or Outcome report before June 21st**, follow these steps:
 - Click on original link from whatever email you received
 - Create Account as outlined here
 - You will not see your Application / Outcome immediately – this is expected
 - Use the original link to Sign Back in
 - The pre-existing Application or Outcome will open and now be associated with your account

Let's get started!

The default screen will be **Create a New Account**.

GivingHub
FOUNDATIONSOURCE

WELCOME TO YOUR APPLICANT PORTAL

Create a New Account

Email *
Enter your Email

Phone Number *
+1 phone number

Create Account

Already have an account? [Sign in](#)

Need help signing in? [Contact Support](#)
Learn more about the [GivingHub](#)

When you click in the phone number field, there will be info text to note that the phone number provided must be able to **receive text messages**.

GivingHub
FOUNDATIONSOURCE

WELCOME TO YOUR APPLICANT PORTAL

Create a New Account

Email *
cschultz@foundationsource.com

Phone Number *
+1 phone number

Create Account

Already have an account? [Sign in](#)

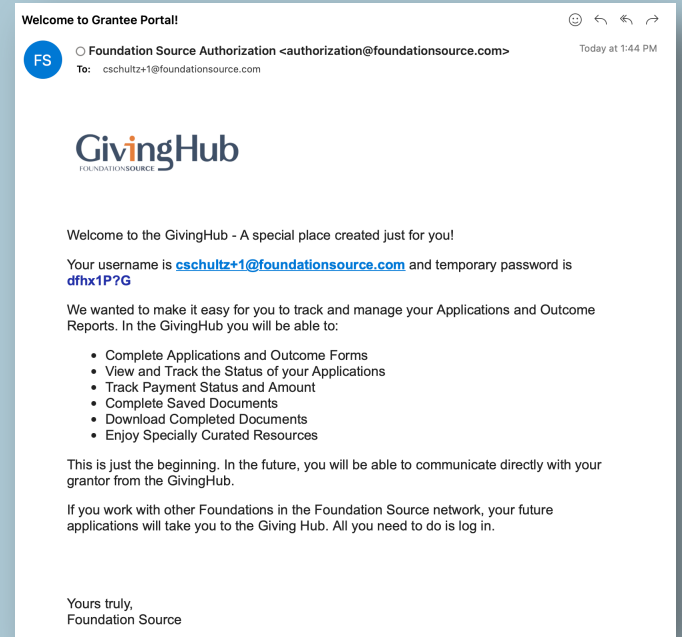
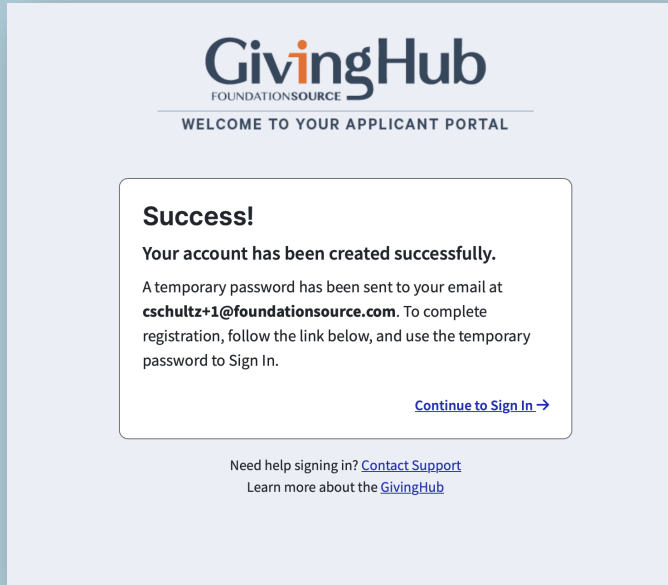
Need help signing in? [Contact Support](#)
Learn more about the [GivingHub](#)

This must be a phone that can receive text messages

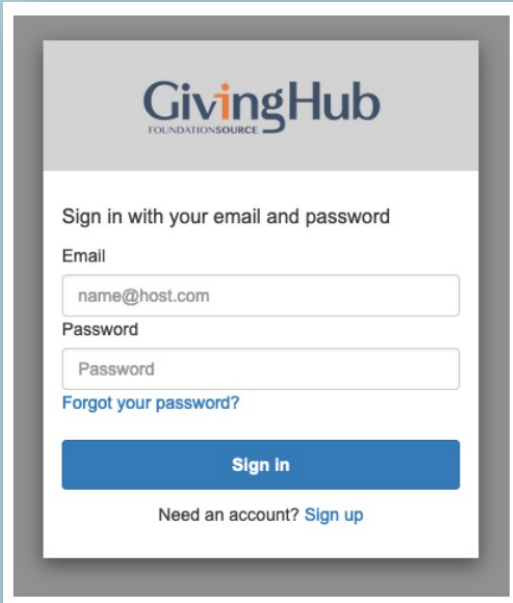
Must be mobile phone

Once you have entered your email and phone number, you will get a **confirmation** screen.

The confirmation will also send an **email**, with a **temporary password**.

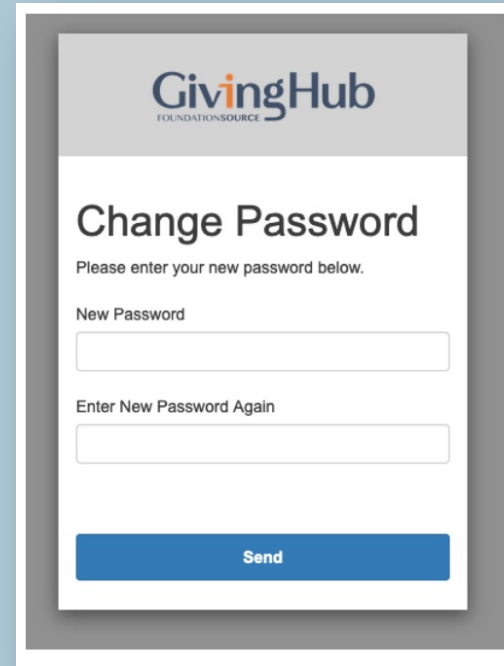


Next you will **login** with your email and the **temporary password** from the email you received.



The screenshot shows the GivingHub login page. At the top is the GivingHub logo with 'FOUNDATIONSOURCE' underneath. Below the logo is the text 'Sign in with your email and password'. There are two input fields: 'Email' with the placeholder 'name@host.com' and 'Password' with the placeholder 'Password'. A blue link 'Forgot your password?' is located below the password field. At the bottom is a blue 'Sign In' button and a link 'Need an account? Sign up'.

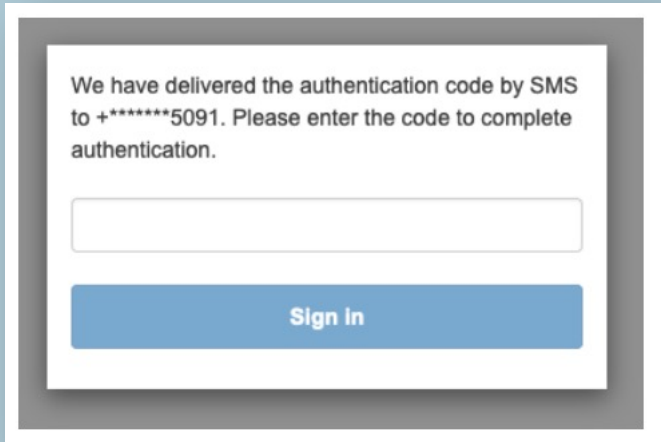
Then you will be prompted to **change your password** to something you can remember and for security purposes.



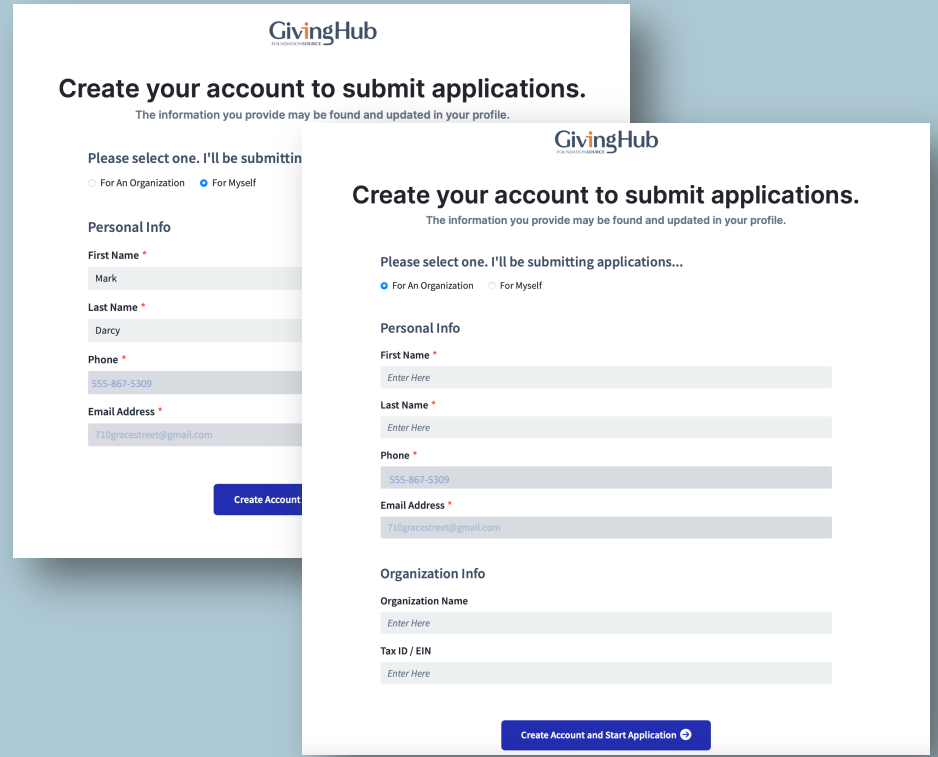
The screenshot shows the GivingHub 'Change Password' page. At the top is the GivingHub logo with 'FOUNDATIONSOURCE' underneath. Below the logo is the title 'Change Password' and the instruction 'Please enter your new password below.'. There are two input fields: 'New Password' and 'Enter New Password Again'. At the bottom is a blue 'Send' button.

Last step is to check your **text messages** for the **authentication code** and enter it here.

This will happen for most logins in the future, so have your mobile handy.



Next you will **create your GivingHub account**. Start by selecting Organization or Individual, then add your First and Last Name, and Organization information (if relevant).



After you are all set up, the GivingHub will direct you to your application.

Good News, next time you just need to login. Plus, you now have access to view and track status, plus download and complete your applications and outcomes.

More features coming soon.

Organization and Contact Information * Required Field [Printable Version](#)

Application Information

Organization Information

Tax ID / EIN *
 ❌
Unknown Organization

Organization Name *

DBA Name if Applicable

Fiscal Sponsor Name, if applicable

Address 1

Address 2

City

State

Zip Code

Website

Please provide a brief description of your organization, including mission statement

0 of 2000 characters and spaces

Please describe your organization's major accomplishments over the past year

0 of 2000 characters and spaces

Please describe your organization's goals for the next year

0 of 2000 characters and spaces

Primary Contact Information

First Name *

Last Name *

Application Information * Required Field [Printable Version](#)

Request Amount *

Request Name *

Request Summary *

0 of 512 characters and spaces

Description of the need to be addressed by this proposal

0 of 2000 characters and spaces

How will this need be addressed if these requested funds are granted?

0 of 2000 characters and spaces

What is the total budget (beyond this grant request if applicable) for the proposed project or program?

Grant Evaluation

Please list the objectives that you anticipate achieving if these funds were awarded

0 of 2000 characters and spaces

Please describe how these objectives will be achieved

0 of 2000 characters and spaces

Attachments
If you have an existing project budget document, or any documents that would be helpful in assessing this application (e.g., annual report, media posts, rewards), please upload it here.

Upload

[← Previous](#)



Thank you.